

Chairs' Meeting Agenda

August 21, 2012

Meeting convened at 2:00 p.m.

Present: Dean James H. McDonald, David Admire, Art Challis, Bryce Christensen, Gabrielle Ferreyra-Orozco, Pat Keehley, Elise Leahy, Mark Miller, Lynn White, Kristine Frost, Administrative Assistant

1. FSSF meeting—The deadline for Faculty Scholarly Support Fund is September 6, 2012. Each chair will put their faculty's proposals on the Canvas module set up for the FSSF. Once all proposals are in on September 6,th the Chairs' will set a time to discuss and decide which proposals will be recommended for funding. The Dean makes the final decision. There will be no late proposals accepted.
2. Paper time cards/class schedules—Kristine explained that the college will be adopting paper time cards which the student employee will fill out, have signed by the professor or other supervisor. These must be turned into the department administrative assistant who will then approve the student's time in Banner. If no time card is turned in, then the student will not get paid that pay period. Once the card is submitted they can get paid on the next pay period. Department Admins will be asked to keep each student's schedule in a file with the time cards. This is for auditing purposes.
3. College Curriculum Committee Schedule (purple) Kristine handed out a schedule of dates and times that curriculum proposals will need to be put on the K drive. On the sheet were dates when the College Curriculum Committee meetings would be and the dates when the signed proposals needed to be into Kristine.
4. Strategic Planning—Dean McDonald told the Chairs' that he wanted to start a conversation on strategic planning with each department. This would be done throughout the semester. The Chairs' were asked to take this back to their departments and begin discussing where the department wanted to go—its goals, visions, etc.
5. Other

Meeting adjourned at 2:55 p.m.