

Chairs' Meeting

January 6, 2015

Convened: 3:04

Present: James H. McDonald, Dean, David Admire, Kyle Bishop, Art Challis, Elise Leahy, Britt Mace, Ravi Roy, Kristine Frost, administrative assistant

1. First week check-in—over-in roll English comp because of a computer error. If students are telling truth, then bad information advisors. Students aren't going to be able to graduate because of bad advising. Psych is overburdened with problems with waitlist. Keep waitlist until add-drop deadline.
2. Seven year review—deadline—Feb. 13
3. Student grade record retention—James Sage did a read of SUU policy on student grade record retention. He has come up with a two-step grade retention. One year—grade grievance—keep graded materials as much as you can for one year. Keep grade sheet for two years if there is a mechanical error. Need a college policy to lessen any confusion. Motion to adopt categories of course records as college policy—Pat moved, Kyle seconded, records go to chair if faculty member moves on or retires. Canvas keeps records indefinitely which avoids loss of records. Vote: unanimous in the affirmative.
4. Other—Pat Keehley have people participate in conference in Salt Lake. Jim says that it has been postponed until next year. Reception for graduates—do we want to do it again— Jim need a history professor to discuss history of Valentine's Day for Rotary.

Adjourned 3:30