

**Minutes**  
**HSS Department Chairs Meeting**  
Wednesday, March 4, 2009  
4:00 p.m. CN 233

1. *Dean's Council Item:* There was no dean's council this week
2. *Stephen Allen Web Page:* Template will be e-mailed to department chairs tomorrow, this same information is what Quinn Mortensen is looking for as well.
3. *HSS Senators: Academic Integrity Policy* - current draft policy will be e-mailed to the chairs tomorrow to review with departments.
4. *Department/Other Items*
  - a. Board of Trustees Scholarship interviews are scheduled with the dean for Friday of this week, portfolios could include resumes.
  - b. Leadership Scholarship
  - c. Commencement Update
    - i. Faculty/Staff Headcount due March 25<sup>th</sup> –actual names are preferred
    - ii. Certificates (Speech, IR, Public Administration) – dpts print their own certificate
  - d. Leadership Certificate R401
5. *Next Meeting:* Wednesday, March 11, 2009 3:00 p.m. CN 233
6. *Reminders*
  - a. Department Policies
    - i. Internship Credit - Task Force
    - ii. LRT
  - b. Dates
    - i. Microsoft Word – Thursday at 3 pm in ELC 206
    - ii. Women's Week This week <http://www.suu.edu/womensweek/>
    - iii. Monday, March 16th to Friday, March 20th - Spring Break - No classes
    - iv. Wednesday, April 1st - Deadline for awarding department scholarships
    - v. Friday, April 10th - Good Friday - no classes
    - vi. Monday, April 13th - No classes
    - vii. Friday, April 24th - Last Day of Spring Semester
    - viii. Monday, April 27th - Study Day
    - ix. Thursday, April 30th - HSS ACADEMIC AWARDS - Great Hall 6:00 p.m.
    - x. Saturday, May 2nd - Commencement