

Minutes
HSS Department Chairs Meeting

Wednesday, January 13, 2010

3:00 p.m. in CN 233

1. Dean's Council Items
 - a. 2 surveys to take place Spring 2010 semester
 - i. MAPP – students take in testing center
 - ii. College Outcome – students take in class
 - b. English Comp going to Regents on January 15th (April 1 Regent Meeting will cover IR Certificate, Leadership Certificate, Anth Minor, FLHP name change)
 - c. Mark Walton presentation on online evaluation system
 - d. Bryant Flake presentation on FY 2009 cost study report (HSS is efficient and economical)
 - e. Student Faculty ratio/class size average is 19:1
 - f. Patrick Clarke presentation on Graduation survey, each college does their own survey
 - g. Develop an emergency contact list
 - h. Lindsay Brown presentation on continuing enrollment in Master Thesis courses, T grades.
 - i. Golden Key needs a faculty advisor
 - j. Academic Calendar Committee to be convened
 - k. Contact Hours for MWF classes are less than the T/H classes
 - l. Retention Meeting on January 26th with Charles Schroeder, need faculty volunteers
2. Dean's Retreat
 - a. Liberal Arts and Sciences
 - b. Bottlenecks, overloads, hiring new faculty
3. IDEA – need to meet with English
4. Provost Open Forum for HSS January 21, 2010 at 3:00 p.m. CN 227 (replace Spring Retreat)
5. Left over items
 - a. LRT Policy revisions
6. Department Items
 - a. Lindsay Fullerton hired as new advisor starts 2/1/10
 - b. Kristine Frost hired as new admin assist starts 2/1/10
 - c. EPAF creating a lot of extra work for secretaries
 - d. Provost Faculty Development Grants, adobe software has too many versions and not all of them work.
7. Reminders
 - Tuesday, January 12th - Last Day to drop regular session w/o a "W" on record
 - Friday, January 15th - Last Day of registration and adding classes. Refund policy enforced
 - **Monday, January 18th - Martin Luther King, Jr. Recess**
 - Monday, February 1st - Scholarship application deadline for continuing and new students
 - Friday, February 5th - Fifth Week Reports due

- Monday, February 15th - President's Day Recess
 - Friday, March 5th - Last Day to withdraw from an individual class with a "W" on record
 - Monday, March 15 - Friday, March 19th - Spring Recess
 - Friday, April 2nd - Good Friday - No Classes
 - Thursday, April 1 – deadline for Provost Grant request to Dean (April 8th deadline to Provost)
 - Tuesday, April 13th - Deadline for awarding Department and Endowed scholarships
 - Thursday, April 22nd - Spring Class Instruction ends
 - Friday, April 23rd - Study Day
 - Monday, April 26th - Thursday, April 29th - Final Exams
 - Thursday, April 29th, HSS Academic Awards Ceremony
 - Friday, April 30th - Commencement Ceremony
 - Saturday, May 1st - College Commencements
 - Monday, May 3rd - Three-Week Maymester begins
 - Monday, May 30th - Memorial Day
 - Tuesday, June 1st - Summer School First Five-Week Session begins
8. Next Meeting: Wednesday, January 20th, 3:00 p.m. - CN 233