Chairs’ Meeting Minutes
January 25, 2011

1. Deans’ Council
   a. Briant Flake did a cost study on departments by college. HSS looks very good
   b. University Curriculum Committee will be held February 15th. R401’s need to be in
      before Feb. 9th.
   c. John Allred wants to change the process of dropping and adding so that the student
      doesn’t need to go around to numerous people before he or she can drop or add a class.
      No faculty signature will be needed until the 9th week. It just goes through the dean’s
      office
   d. Class size—there is no university policy of class size so this will be set at the department
      or college level.
2. Scholarships—Dean reminded the Chairs that they need to get their scholarship committees in
   place for the next round of scholarships that will be out the first of March.
3. IDEA—vote. Each department needs to vote on IDEA—secret ballot
4. Outstanding Students—Outstanding student names need to be to Kristine by Feb. 1st.
5. Reminders
6. Other

Reminders: (HSS in red)
- February 5th—List of Outstanding students due to Kristine
- February 15th—Deadline: Submission of Graduation papers for Fall 2012
- February 20th: President’s Day Recess—no classes
- March 12-16—Spring Recess
- March 16th—University closed
- April 1st—certificates and awards due Kristine
- April 16th—Deadline for awarding department and endowed scholarships
- April 26th—Spring Class Instruction Ends
- April 27th—Study Day
- April 30-May 3rd—Final Exams
- May 3rd—HSS Awards Banquet
- May 4th & 5th—Commencement
- May 5th—HSS Commencement
- May 8th—Grades Due