

Chairs' Meeting Minutes

February 15, 2011

Present: Jim McDonald, Dean, Curtis Bostick, Art Challis, Bryce Christensen, Elise Leahy, Michael Stathis, Kristine Frost, administrative assistant Excused: Steve Barney

1. Career Workshops—The department representatives have requested the each department have a workshop or a panel that showcases the jobs that a graduate qualifies for.
2. IDEA short form—The IDEA short form drops the section on teaching styles and methods which is of critical importance for accurate evaluations.
3. HSS Brown Bag—Jim suggested that HSS have a Brown Bag lunch once a month. A faculty member would be asked to do a presentation on their research or special teaching methods. The College of Education asked Jim to attend their Brown Bag lunch. He said that it was enjoyable and that he learned some things from the presentation.
4. Outstanding Student Letters—Kristine reminded the Chairs' that she would type up the Outstanding Student letters, then the Chairs' would be responsible for getting the letters to the students since student addresses are very unreliable.

The meeting adjourned at 3:35.

Reminders: (HSS in red)

- 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