

Chairs' Meeting Minutes

September 7, 2011

Meeting convened at 12:01

Present: Jim McDonald, Dean, Art Challis, Bryce Christensen, Curtis Bostick, Elise Leahy, Michael Stathis, Lynn White, Kristine Frost, department admin.

1. Eccles Scholarship—Each chair submitted a name for one of the Eccles Scholarships. After much discussion it was decided that each chair should send Kristine a brief bio on their department's choice. Kristine will send out the bios and everyone will vote next week.
2. Bylaws review—The Dean asked the chairs to send him the comments on the bylaws. Dr. Bostick suggested that a faculty committee be selected to work up the final draft. The Dean would like the comments by next week. He would also like the chairs to nominate someone from their department to be on the committee.
3. Overload/ Adjunct budget—The chairs were asked to be very careful with their overloads. It is important to make sure that there are no tiny classes. If there are, then these need to be cancelled before overloads are given to faculty.
4. Undergraduate Curriculum Committee—Jim Gustafson volunteered
5. University LRT Committee—need to replace Britt Mace—The chairs were asked to nominate someone from their department to be on the University LRT committee. This person needs to be tenured and a full professor.
6. Program Fee Justification—reminder—The chairs were told to check with Bruce Tebbs on their program fees. It is important to justify the fees so that we can keep them.
7. Other

Meeting was adjourned at 1:05

