

Chairs' Meeting Minutes

October 2, 2012

Meeting convened at 3:00 p.m.

Present: James H. McDonald, Dean, David Admire, Art Challis, Bryce Christensen, Elise Leahy, Mark Miller, Lynn White, Kristine Frost, administrative assistant, John Eye, guest

1. John Eye asked the Chairs to give him feedback on how the library was meeting their needs and the needs of the departments. He discussed the problems with the Inter-library loan system. He also discussed having LM 1010 be a class that sophomores take rather than freshmen because it does focus on research papers and not many freshmen do research papers. He also handed out a sheet on open source research.
2. Deans' council
 - a. Elise Leahy will be attending the ACE conference in January
 - b. Enrollment is up 7%
 - c. The Board of Trustees approved the Ethic Studies Minor and the Institute of Policy Analysis which will be headed by Ryan Yonk.
 - d. There is a Gen. Ed. Link on the Provost's website/
3. Gen. Ed syllabi to Bill Byrnes—Jim requested that all chairs get the Gen. Ed. Syllabi to Bill Byrnes, ASAP because he needs it for accreditation
4. On-line Course Caps—There was some discussion about On-line Course Caps. The chairs expressed concern that faculty would be overworked with the higher enrollment
5. Work Load Reallocation—If a faculty member is getting a course release for extra work other than being a chair or a director, the department chairs need to fill out a Work Load Reallocation form which is on the HR website.
6. Senior Expo—Oct. 18—Jim will not be in town on October 18th because of the Las Vegas College fair so he asked for someone to take his place at the Senior Expo. Mark Miller volunteered.
7. Other

Meeting adjourned at 4:05 p.m.

