Chairs’ Meeting Minutes
December 11, 2012

Meeting convened at 3:04

Present: James H. McDonald, Dean, David Admire, Art Challis, Bryce Christensen, Pat Keehley, Elise Leahy, Mark Miller, Lynn White, Kristine Frost, Administrative Assistant   Excused: Art Challis

1. Deans’ Council
   A. Faculty Senate have been working on the Internship policy. The Syllabus policy was approved.
   B. BA/BS—It has been suggested that the Foreign Language credit for the BA graduation requirement should not be lowered. The science credits for the BS degree should be raised.
   C. Bruce Tebbs stated that HSS was the only college to get their numbers on space to John Allred. At this time, only 65% of the units are used from 8-5 and at any given time only 65 % of the students use the units.
   D. Scholarly Day has been renamed. It will now be called the Festival of Excellence. It will take place April 9th. No classes will be held. Faculty members need to get this on their syllabi. The Provost is asking faculty to make class assignments so students will attend the Day of Excellence

2. Average number of years taught—Lynn and Elise will get numbers to Kristine ASAP

3. Health Reform Act—Chairs and Admins will need to keep track to the number of hours that adjuncts, staff, and students work if the person is under ¾ time. This starts on January 13th and there is a 1.6 million dollar liability to the university if a half time or hourly person not receiving benefits works more than 1500 hours per year. Once a person reaches the 1500 hour mark they will be terminated immediately by HR. HR all overload contracts need to be in before the semester starts. Adjuncts are not eligible for benefits

4. Student Problems—There have been a number of unusual student problems in the last few weeks. If Chairs need help with student problems they should contact the Dean.

Meeting adjourned at 3:35