

Chairs' Meeting Minutes

December 4, 2012

Meeting convened at 3:03 p.m.

Attending: James H. McDonald, Dean, Davis Admire, Art Challis, Bryce Christensen, Pat Keehley, Elise Leahy, Mark Miller, Lynn White, Kristine Frost, administrative assistant.

1. Northwest accreditation update—Jim asked each chair to go through their full time faculty and find out the number of years of employment that their faculty had at other institutions before they came to SUU. He needs an average to send to the NW accreditation committee.
2. Class space utilization—Kristine finished up the class space utilization report.
3. F and UW grades (last date attended helpful) When a faculty member gives a student an F or a UW they need to put the last date that the student attended in the comments section.
4. Other
 - a. Kristine asked the Chairs to remind their faculty to send her entries for the HSS journal.
 - b. She also asked for volunteers to review the entries to the HSS Journal.

Meeting adjourned at 3:17