

Chairs' Meeting Minutes

August 28, 2012

Meeting convened at 3:01 p.m.

Present: Dean James McDonald, David Admire, Art Challis, Bryce Christensen, Elise Leahy, Mark Miller, Lynn White, Terrie Beckdel, Pat Keehley, Kristine Frost, administrative assistant

1. Jake Johnson—new student travel policy—Student Services is trying to develop a policy on student travel. Jake discussed the many problem that the study is having because of all the varied types of travel required of students in the various courses that they are required to take. After much discussion, Dean McDonald asked the Chairs to e-mail their comments to Jake.
2. Deans' Council
 - a. Office space is a premium. If departments need office space they need to contract Bruce.
 - b. ESL is growing. There are from 120-200 students at any one time
 - c. Faculty and staff are being encouraged to attend the IT security training
 - d. Provost—Glen Pryor's position closes on August 31st.
 - e. Provost will be forming Gen Ed focus groups
 - f. Deadline for Fall Eccles Visiting
3. Library budget—postponed until next meeting
4. FSSF—Dean McDonald was trying to use speed grader to help chairs with the proposal grading, but there seems to be a glitch in Canvas that prevents this from happening. He will send out the rubrick to the chairs in Microsoft Office which will enable the chairs to upload the proposals to Canvas so all chairs can read all proposals.
5. Other—All department chairs stated that everything was going well so far into the school year.

Meeting was adjourned at 3:54 p.m.