**Department Chair Meeting Minutes**

**Friday, October 9, 2009**

**1:00 p.m.**

**In attendance:** Michael Nisson, Craig Aberbach, Kim Gresham, Mary Conwell, Dennis Fahey, Linda Welch, Chris Clemens, Martha Solanzo

**Absence excused due to class conflicts:** Jeff Ziomek, Doug Landau, Kristine Barrett

**OPEN ISSUES**:

**Past and Present Assessments**

* Gather documents for SACS visit
* Will submit SACS documents electronically this time
	+ Course outcomes
	+ Program outcomes – any program modification
	+ Action plans
	+ Unit plans for 12 months
	+ Save all document on a document manager or intranet page
* EMS site visit – gave a list of dates and hotels to the team and we are waiting to hear back – need to prepare document outlining site team’s expenses: airfare, hotel, meals, etc.
* ABA site visit – need to prepare document outlining site team’s expenses: airfare, hotel, meals, etc.

**December Graduation**

* Have to RSVP by October 15th

**Rubric 4 Questions**

* Bloom’s Taxonomy Verbs was handed out
* Assessment is faculty driven
	+ Jeff – Fire
	+ Chris/Kristen – EMS
	+ Dr. Mary Conwell – Paralegal Studies
	+ Mike Nisson – Criminal Justice
	+ Dennis Fahey – Crime Scene

**Outcomes Assignment Reminder**

* SACS producing product – were due October 1st to Mike Nisson
* Course writing assignment – how it relates to the course outcomes

**Job Fair and Open House**

* Job fair is on October 14, 2009
* Open house is October 29, 2009 from 1:00 – 5:00 p.m.

**SIR II**

* October 26 – November 20, 2009

**Club Update**

* Craig/Mike are working on something that they should have finished by the end of the term – Public Service Club
* Suggestion for Paramedics – instead of a club have competing teams

**NEW BUSINESS:**

**DVD Bandwith**

* Up to 15 minutes – Eric Hochmiester
* For online or Face-to-Face classes

**DVD Streaming**

* For online classes – Mary Myers

**CE6 training**

* Have this training during the Department Meeting in building T.
* Decided that the second Friday in November would be a good date for everyone – Nov. 13th

**CRAIG’S AGENDA:**

**Perkins Funds**

* Equipment for classes
* It was decided that a memo should be prepared and sent to Dean Roshon who is in charge of the Perkins funds

**EMS Budget**

* Lab sheet – positions vs. equipment

**Back parking**

* EMS/Paramedic stimulation – students are in danger
* It was decided that we should arrange for a walk through with Steve Nice and Dean Roshon

**New Employee Evaluations**

* Need to be done by next week

**Swine Flu**

* Four fire students and professor have the swine flu
* What about emergency plan if professor gets swine flu and has to be out for 7 days

**DOE Gold Standard Career Pathways**

* There are 70 programs within the Professional & Technical Studies
* National accreditation
* Award college credit for certification

**Good of the Order**

* Tutor services/study groups
* Jill will research what tutoring services are available at college

Adjourned