**Department Chair Meeting Minutes**

**Friday, April 9, 2010**

**1:00 p.m. B 102**

**In attendance:** Michael Nisson, Craig Aberbach, Kim Gresham, Mary Conwell, Dennis Fahey, Kristine Barrett, Jeff Ziomek, Martha Solanzo, and Linda Welch

**Special Guest:** Dean Bill Roshon

**Excused:**  Chris Clemens

**Presentation by Dean Roshon**

* Handed out a handout titled: P&T Studies – Spring SACS Program Checks
* This handout regarded the collection of documentation for SACS site visit
	+ There is a shared drive on the network to place documents like; unit plans, budget iniatives, etc.
	+ Student work – can be scanned if not in electronic format

Fall semester overloads are limited to 2 for a total of 21.0 hours

Teaching on Fridays – keep 1:00 – 3:00 p.m. set aside for college meetings; department meetings, curriculum meetings, etc.

Re-introducing telecourse type classes again: will be more advanced that before technology wise.

**Commencement – identify attendance**

* Identify which commencement you will be attending; 5/6 or 5/7
* Gather at 7:00 p.m. and commencement starts at 7:30 p.m.

**Catalog Page Audit**

* Look over your catalog pages , make any changes, add links, and semester that we offer certain courses

**May 10-12 Syllabi Review Workshop**

* Identify which date you will be attending

**Lab Fees**

* In Process

**Summer Academy Update**

* There will be no summer academy for 2010

**Advisory Committee Meetings**

* Please schedule your advisory meetings before you leave campus for the summer

**Unit Plans and Program Reviews**

* Need to be updated – email Kim three things want to get done in the next 12 months

**Student Nominations**

* Has to be a graduate

**E-Portfolio and Assessment**

* Computer demo on “Digication” – computer generated report includes:
	+ E-portfolio that student prepares
	+ Student can download and take with them to employer
	+ Professional development – 5 assessment tools and grading rubric

**Meetings to be scheduled:**

* Program Outcomes Meeting
* EMS Update meeting
* Paralegal – ABA Update Meeting
* Faculty and Advisory Meetings

Adjourned