

Minutes

Full Department Chairs
October 5, 2012 8:30 a.m.
Room I-122

	Present	Absent	Excused		Present	Absent	Excused
Rona Axelrod	X			Tina Ottman	X		
Stacy Brown	X			Joyce Rollins	X		
Maria Cahill	X			Caroline Seefchak	X		
Kathy Clark	X			Russell Swanson	X		
Jeff Davis	X			Myra Walters	X		
Jeff Elsberry	X			Richard Worch	X		
Michelle Fanslau	X			Denise McNulty	X		
Erin Harrel	X						
Bobby Holbrook	X			Staff			
Susan Holland	X			Vicki Polce	X		
Jo Ann Lewin	X						
Karen Molumby	X						
Doug Nay	X						

- I. Meeting called to order at 8:30 a.m. by Harrel
 - a. Thanks to Chair Sub-committee. Deans met with President and all points in org structure are in model.

- II. Community Activities
 - a. Harrel – Following the new COP’s on the website. Will not be looking for it in 5 years.
 - b. Submit the event for approval. Make sure it’s on the calendar. Make sure IR has it. Does it need funding?
 - c. Rollins – Substantiate community event.
 - d. Harrel – Under 3.3.1.5. Defined in COP. Events that support students, the mission and vision of the College. Needs more refinement. Involves Faculty, Staff, or Students or community leaders will need approval.
 - e. Rollins – on campus or off site?
 - f. Harrel – It can be off campus. Art Festival is coming up. Art class with our faculty at the festival could be considered a community event.
 - g. Rollins – Service Learning is a graduation requirement. Every service learning initiative that students participate in would have to go through this process?
 - h. Harrel – Service learning is being assessed already. Use data to strengthen program. Moreira has generic survey.
 - i. Elsberry – Include CE events as well?
 - j. Harrel – Yes.
 - k. Nursing – Included as well?

- I. Harrel – Yes must come through central. No central repository at this time. Keep these on a central calendar.

III. Organizational Changes

- a. Harrel – Have shared concerns of faculty. Have been hearing great things from the other campuses. There will be challenges, especially from the other campuses. Need a strong system of communication. Directing questions/concerns back to chairs. Help be the ears of what is happening. We can address general issues. Will need to reflect. Will look at changes over the next year to see gaps. E-mail or call with concerns.

IV. Questions/Comments

- a. Ottman – SPD funds? First round some travel did not get funding. Need more transparency with the process. Tried to find other funding. Professional development is required. Based on criteria of whether you are presenting or attending. Faculty know what the process is when their travel request is denied.
- b. Harrel – One of the things we need to work on. There is a COP. Need to be more proactive in budgeting for travel. Departments have money as well. Working on who has money in their budgets.
- c. Clark – only twice a year. Again in January and then not again until Fall?
- d. Harrel – Correct. There are some budgetary implications that need to be worked out.
- e. Rollins – Those two dates come from the VPAA's office. Can go to your department to request travel dollars.
- f. Ottman – May have money for Lee, but not Collier and Charlotte.
- g. Harrel – Budgets will go to the Academic Deans. Some Deans have budget and some do not. Budget is on line.
- h. Rollins – is this a conversation we should have with our Deans?
- i. Harrel – Yes. Let's get a handle on what's there first. Stay with Deans or move to VPAA? Re-do budgets to meet the org structure.
- j. Lewin - When chairs sign off on travel requests, what exactly are we signing? Meets the mission? Would like to do ranking within the department.
- k. Harrel – All these questions need to be answered. We need to get a handle on it.
- l. Lewin – Final Exam Schedule. There are overlaps.
- m. Fanslau – There is language that if the final exam schedule does not work, those people can work it out with the Dean. Because they are ½ hour start-ups it's practically impossible to change. Syllabi have already been approved. Next term it will change to every hour.
- n. Lewin – Conflict for both student and instructor.
- o. Harrel – We will take a look at it again.
- p. Fanslau – It can be changed, but all the syllabi have been approved.
- q. Harrel – If schedule is re-done, that will change all of you final exam times. Show of hands to change the schedule.
- r. Swanson – how many classes are involved?

- s. Harrel – Understands it's a limited number of classes. We'll reinvestigate. Get a handle on it. Put an announcement in Canvas. Make sure it e-mails you from Canvas. Faculty will be upset with the change.
- t. Swanson – maybe move the conflict to Friday afternoon.
- u. Seefchak – Instructors in department are flexible. Have student change class for exam. It works for the students.
- v. Walters – Students feed off faculty's anxiety level. Faculty need to maintain composure. Be up front with the students.
- w. Axelrod – We can work among ourselves.
- x. Harrel – If you are affected, you will get an e-mail.