*Minutes*

March 11, 2014 at 10:00 a.m. in I-122

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| --- | --- | --- |
|  | Present | Absent |
| Dr. Denis G. Wright | X |  |
| Dr. Emery Alford | X |  |
| Dr. Marie Collins | X |  |
| Dr. Eileen DeLuca | X |  |
| Jeff Gibbs | X |  |
| Dr. Erin Harrel | X |  |
| Dr. Theo Koupelis | X |  |
| Dr. John Meyer | X |  |
| Mary Myers | X |  |
| Dr. Edith Pendleton | X |  |
| Dr. Laura Weir | X |  |
|  |  |  |
| Michelle Fanslau | X |  |
| Loretta Fritsche (Guest) | X |  |

1. **Minutes from February 18, 2014 meeting sent out. Any other changes?**
	1. Reviewed, a few edits, and approved by all
2. **Department Chair evaluation form. How to implement?**
	1. Form is now final
	2. How do we execute the evaluation? Who completes it? What format: hard copies or surveys?
		1. Evaluation would include program coordinators
		2. Previously, Dr. Wright had only full-time faculty respond and it was sent to the Dean
			1. Dr. Meyer and Dr. Collins would like adjunct faculty included
		3. There should be an overall evaluation with a likert scale of 3
		4. It also allows the Deans to have input indicating if chairs/coordinators are doing the activities the deans need them to do.
		5. Complete hard copy or electronic survey? Deans could give them to whomever they want.
		6. Can we use the Qualtrics survey tool? Qualtrics surveys require approval by Dr. Stewart’s office.
		7. What about response rates for Qualtrics surveys? With Qualtrics surveys, can people complete the survey more than once?
			1. It depends on the settings
		8. Dr. Wright wants it to be completed hard copy
			1. Hard copy will get the best results
		9. Adjuncts can be surveyed
3. **Adjunct load limit and discussion and IRS ruling**
	1. Since we are covered for adjuncts the way we are assigning load now, should we increase it?
	2. Deans replied yes.
	3. Twelve credits and 12 contact hours with an exception for 13 contact hours approved as an exception by Dr. Wright. There is only one institution in the state that is using more than 12 contact hours.
	4. For part time clinical, 27 hours will remain and 29 hours with an exception approved by Dr. Wright
	5. Does this include summer? Load may change for next summer.
	6. Ruling effective fall 2015 is that we will go to 12 credits
4. **Moving Registration for Fall 2014 to an earlier time. Impact on schedule preparation and “rollover”.**
	1. Goal is to open registration for fall 2015 by April 1
	2. For this year, in the next few weeks start the process of notifying faculty and preparing the schedule
		1. There will be a narrow window to get the schedule complete within a few weeks.
		2. Do we have to commit to contracts for full time?
			1. If there is anyone in question; leave them off the schedule and list the courses as TBA
		3. Deans need to talk with faculty before April 1 and then be prepared to load the schedule within two weeks
	3. Can we look at building the schedule two years in advance?
		1. It would help with scheduling clinical work
5. **Graduation items (May 2nd at 6 pm – Germain Arena)**
	1. Faculty line up leaders
		1. Michelle will ask her staff
	2. Faculty on stage again – sound improvements, seating better
	3. Graduate name readers and hand shakers
		1. Deans do their schools.
		2. Arts and Sciences: DeLuca, Myers, Gibbs, Alford, and Koupelis
	4. Gonfalon carriers
		1. Single honor reserved for the select few
		2. We need five. Deans pick someone and let Michelle know
	5. Someone needs to be at the beginning of the line to make sure graduates are paced correctly
6. **Faculty searches**
	1. Dr. Wright will hand this worksheet out at every meeting to keep up with the status of full time faculty
	2. Anyone missing from the list?
		1. Political Science
		2. Biology
		3. Professor of Nursing (replacing Suzanne Wells)
		4. EAP
	3. Add column “person who occupied position last”
7. **Other items?**
	1. Gibbs: Save the Date for March 21? This is still on schedule.
	2. Faculty evaluation not up for full review, appendices A & B, contract recommendation form: if not going up for renewal, how to proceed?
		1. If anyone will not be renewed, the Dean should notify Dr. Wright first
	3. There was a problem with Canvas activation for Spring B, so if anyone has an issue email the CRN to Mike Shell

Next meeting is Tuesday, March 18, 2014 at 10 AM in I-122