School of the Arts, Humanities, and Social Sciences
Meeting Minutes

January 9, 2026

A. Start of the semester – Hope everyone had a good break.

B. Enrollment – 9% increase in headcount and 8.6% increase FTE

C. Drop/Add (1/13)

D. Express Term (1/21)

E. Office Hours Reminder- submit office hours to Wendie, including required in-person and remote/zoom hours, as per new contract requirements.

F. Syllabus for next academic year?

G. Form 3 (February) -*clarified following meeting that Form 1 was due in February via email. Submit form 1 by the second week of February.

H. Adjunct Mentors – Thank you for mentoring our adjuncts. Work with Department Chairs to complete required observations of adjuncts and ensure observations are uploaded to adjunct portfolios.

I. Academic Misconduct Reporting -Dr. Page clarified that Academic Misconduct reports are separate from grading and are investigated by the Academic Misconduct team. Emphasized on providing detailed documentation when submitting misconduct reports.

J. Summer/Fall Scheduling- Dr. Summary confirmed she will be distributing an updated scheduling form which includes modalities to faculty after Martin Luther King Jr. Day and collect summer and fall schedule information.

K. State of the College, February 20

L. Renaissance Faire March 11, 12 – held a meeting and have a google doc with ideas to share.

M. Standing Committees Updates
    a. PD – Dr. Ortolano shared on any pending travel applications from faculty who have not received a response for FPD Ancillary funds.

       Scott provided updates on the Professional Development (PD) Committee, including an upcoming infographic and the relaunch of the parent support group
. Amy shared details about the caregiver support group's relaunch, and Katharine invited faculty to a nonprofit basketball game event on February 21st. – Needs swag if anyone has extra
    b. Academic Standards
    c. Academic Technology
    d. Curriculum
    e. General Education Advisory
    f. Learning Assessment
    g. Continuing Contract Review
N. Updates?