**Department Chair Meeting Minutes**

**Friday, September 11, 2009**

**1:00 p.m.**

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

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

**Welcome**

Mike Nisson welcomed everyone to the first Department Chair Meeting.

**Criminal Justice Advisory Committee**

* Waiting for Dean’s approval

**Catalog Pages**

* Criminal Justice and Crime Scene are updated with new course numbers
* Paralegal is updated

**Club Ideas**

* Need to have a meeting with Doug, Dennis, and Mary to brainstorm and get some ideas from Mary (how she oversees the Paralegal Club)
* Since fall term already started and Club Rush over – goal is to have it completed for the spring term

**December Graduation Ceremony**

* Attendance is voluntary for faculty

**Exams and Grades**

* If final exam is given before the final exam date, you still need to have class meet on the published final exam date
* Final exam schedule will be posted in the mailroom

**Professional Developmental Plan**

* Due September 25, 2009

**SIR II**

* Fall A term – 9-23 to 10-9-09
* Fall B term – 11-6 to 11-20-09
* Full term – 10-26 to 11-20-09

**Travel Request**

* Please see attached handout re: Faculty Travel Request Process
* Have all travel for the year in by next Friday, September 18, 2009

**Curriculum Committee**

* New procedures are attached – they are proposed and will voted on the first curriculum meeting of the fall term.

**Adjunct’s Evaluation**

* Mini portfoloios
* One page teaching philosophy
* SIR II
* Syllabus, exams, assignments covering outcome and gen. eds.

**Spring Schedule changes**

* Thinking about more afternoon classes: MWF 12:00 – 2:00 pm
* Increase time between classes
* Universal block scheduling

**Quality Improvement Strategies**

* Assignments, tests, illustrate what outcomes – due October 1, 2009 (Paralegal already does this due to ABA approval)
* SACS Button – there is now a SACS button on the portal (see attached handout)
* Portal/Web CT for classroom presentation/Eric Hochmeister at ext. 1971
* Help K-121 and on Web CT CE 6, ext. 1970
* Mike did presentation on Portal/Web CT CE 6 – if you upload your class information via the portal you have to do this each semester whereas if you upload class information via CE 6 you do not have to re-create each semester. On CE 6 the shell is always there and all you have to do is any additions or deletions (see handout)

**Perkins/laptops for full time faculty**

* Presented by Dennis

**Reminders**

* October 14th – job fair – table contact is Dr. Kevin Kennedy at ext. 1894
* October 29th – open house – see handout

Adjourned