

Chairs' Meeting
Agenda
Wednesday, September 20, 2023
10:00 a.m., ED 330

NOTES

Attendees: MJBradley, LGBryant, APimpletonGray, AHux, AWheelerGryffin, NNesbitt, JMayfield, HBalakrishnan

New Business

1. Student Success- Nikesha Nesbitt, Himaja Balakrishnan & JMayfield provided a review of Degree Works and student success initiatives (handout). LGBryant requested that chairs email JBlankenship & EColeman 2023-2024 8 semester degree plans.
2. Homecoming Event – Recap
 - a. 10/20 @ 4-6 college event
 - b. 10/21 @ 4 COEBS Tailgate and CLAC @ Cooper Alumni
3. Final class schedule/ Class grid- Handout
 - a. Try not to have low enrolled courses.
 - b. Scheduling Grid Draft – “Should be a process; not a decision.”
 - c. Deans are meeting to get this put together.
 - d. COEBS will not be doing for Spring 2024.
4. Travel – Faculty & Students – Chairs reminded that travel must be submitted within 15 days.
5. Assessment – Chairs reminded of October 15 deadline.
6. ADC updates
 - a. Chairs asked to let MWicinski know about any surveys going out.
 - b. Faculty are reminded to complete Faculty180.
 - c. Observers in Canvas is not-negotiable.
 - d. Leadership of colleges – speaker in October
 - e. R2 institution (if someone does not want to research, they will teach)
 - f. If a faculty buy themselves out in in a grant, they cannot teach.
 - g. Chief of Staff candidate – Lane Schmidt
7. Department Updates
 - a. ELCSE – SPA for Ed. Leadership has been submitted, job descriptions have been updated. Spring schedule has been completed.
 - b. HPESS – Central States ACSM sponsored talk, State SHAPE
 - c. P&C – Have posted School Counseling position and are preparing for searches.
 - d. TE – No report.
8. Other
 - a. AHux, MJBradley & JHenley went to Nettleton Public School Board Meeting 9/10 for recognition of residency program.
 - b. Admin Job Descriptions- LGBryant and MJBradley spoke to KWatson on Friday.
 - i. Immediate/ Direct supervisor should share admins, chairs voted to meet with all at the same time.

Deadlines:**October 10th – 31st**

- Suggested dates for departments/colleges to receive student evaluations of faculty.

October 13th

- Undergraduate Curriculum Council Meeting

October 19th

- Graduate Council Meeting

Events:

Pack Preview, Saturday, October 21st, Red Wolf Center – 1:00 p.m. – 4:00 p.m.

Reps:

HPESS:

PSY/COUN:

TE:

Deadline: Submit names to Morgan Adams (moadams@astate.edu) by 10/13