

Chairs' Meeting Minutes – April 7, 2016

1) Welcome

Matt welcomed the chairs and announced a change to the May meeting schedule. Chairs' Meeting will be on the 12th instead of on the 5th.

2) Enrollment Management

Karelyn reported on the success of the Spring schedule; she commended the chairs on the work they have done to add classes. She encouraged the chairs to look for sections to add for summer, particularly in Math and Biology. Any classes which have demand can be offered.

We had a lengthy debate about rolling schedules. Dean Judd pointed out that rolling schedules saves work for the clerical staff. Art Nitta felt that his department needed the flexibility to adjust schedules semester to semester. Lively debate ensued over the logic and advantages of rolling the schedule. Deans Judd and Hoover stressed that schedules should be made based on the demand and need of students.

3) Curriculum

Chairs were reminded of those courses on the 4 year review list that will be due by May 31st. Karelyn offered to work with any faculty or chairs who are having trouble updating or working on curriculum.

4) Evaluation Deadlines

Matt asked the chairs to remind faculty in the third year of the regular evaluation process to turn in their self-evaluation materials. (Due at the end of the 6th week of Spring) Discussion also followed on the best process and timeline for submitting adjunct H.8 evaluations. It was OK'd for Chairs to email the Deans directly with drafts of the H.8s to facilitate the process of meeting with the adjuncts.

5) Open MIC

Julie reminded everyone of the upcoming Kepler Scholarship Dinner and thanked the Division for supporting the event.

Brian reminded the group of the upcoming events in Ag- Farm Day (May 7)

David reminded the group of the 10th Annual Health Professionals' Conference (May 7)

Meeting was adjourned.