

DEPARTMENT CHAIR MEETING MINUTES

Date: December 3, 2013

Time: 12:30-1:50 CO 103

| Agenda Topic | Desired Outcome | Facilitator/s | Time | Follow up Notes |
|--|--|----------------------|-------------|---|
| Inspire: Putting out fires: literally | <ul style="list-style-type: none"> • Increase awareness in campus safety • Inform chairs of effective use of fire extinguishers | Mike Grillo | 12:30-12:40 | Mike demonstrated, but the crowd wanted real fire! Maybe we'll try outside one day. |
| Teach: Putting out more fires: Tis the season for complaints | <ul style="list-style-type: none"> • Review complaint and grievance processes • Increase awareness of resources for faculty and students | David Belman | 12:40-12:55 | There were more questions than Dave had time to answer. Chairs would like to invite him back again to continue the discussion. Chairs requested clarification on the expectation of their involvement in mediating conflicts, and also expressed a need for more training in mediation. |
| Learn: Catching Fire: Revamping Student Services | <ul style="list-style-type: none"> • Orient faculty to the changes in student services with the implementation of the Student Success Act. | Jeffrey Benford | 12:55-1:15 | Power Point presentation on how matric funding will now depend on students completing assessment, orientation, and ed planning. Discussed orientation goals, target populations, and proposed changes to orientation. |
| Succeed: Stoking the Fire: Ed planning and priority registration | <ul style="list-style-type: none"> • Inform chairs of electronic ed plan process and new priority registration protocols | Robin Armour | 1:15-1:30 | Robin presented New Priority Reg criteria and gave brief overview of new software for ed planning that allows students to construct their own ed plan which can then be reviewed by a counselor. |

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| Lead: Fanning the flames: PDAC- professional development | <ul style="list-style-type: none">• Inform chairs of new professional development process. | Ruth Goodin/ Mary Oleson | 1:30-1:45 | Gave out handout on PDAC procedures and policies, including timelines, dates and form to request funds. |
| Announcements | | | 1:45-1:50 | |