

Department Chairs Meeting Minutes: Back to Basics
February 2, 2016
12:30 -1:50 pm in LIB 109

Agenda Topic	Desired Outcome	Facilitator/s	Time	Follow up Notes
Welcome & General Info. Welcome & Introductions	* Get to know who is in the room	ALL A'kilah	12:30 -12:45	Welcomed new chairs: Dennis Gravert and David Zimny
Inspire Updated Evaluation Forms	* Review and discuss recent changes in evaluation forms	Nancy	12:45 – 1:00	Went over changes to the form. Questions arose: can adjunct emails stay activated during breaks and for up to a year so they can be contacted if necessary (grade grievances, etc...) Do we need to complete summary of previous evaluation? Yes as well as summarize self-evaluation and not just write "see attached".
Lead Preferential Rights	* Review contractual policy on preference right's	A'kilah	1:00 – 1:15	Adjunct can find the form on UF website as well as information in the adjunct handbook. Went over Article 25 reviewing contract language. Chairs requested modal load to be sent to them with 1 st schedule draft.
Teach & Learn Scheduling & Variances	* Gain clear understanding of what is expected on schedule drafts and clarification of variances.	Natalie	1:15 – 1:30	Variances should be used for unforeseen scheduling issues/emergencies. Chairs voiced concerns with this: thin hiring pools, like to reward good adjuncts (we should be careful here with inequitable treatment) By 2 nd draft all faculty load including lab hours should be scheduled. Check for Monday meeting hour conflict for ft faculty

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				and dept chair meeting conflict for chairs. Co-chairs can send one rep.
Succeed Program Review Feedback & RAP	* Learn what feedback will be provided	A'kilah	1:30 – 1:35	Chairs will receive feedback on RAP related Program Review objectives from their dean next week. We will not go through the PR rubric this semester.
Announcements	* General info, department updates	ALL	1:35 -1:50	There won't be a Perkins workshop. If there are questions, make an appointment with Natalie. Deans will send Perkins RAPs to Natalie and they will go through CTE. The budget needs to be itemized. Reach high, there is \$284,000 available. Agenda and minutes from committees requiring advisory boards must be submitted with application. Agenda ideas: informal question game, send out district climate survey for discussion, how to support our adjunct faculty (collect feedback of new faculty orientation agenda from chairs)