

CHAIRS AND DIRECTORS MEETING MINUTES

January 28, 2015 – 1:00 p.m.

Attending: C.Asleson, L.Bauer, J.Bender, S.Bergmeier, B.Carlson, S.Downard, H.Duschinski, J.Dyer, T.Eisworth, R.Frank, J.Gilliom, S.Gradin, J.Grant, L.Hatch, D.Ingram, K.Jellison, D.López, C.Mattley, B.McCarthy, S.Miner, R.Muhammad, W.Owens, B.Partyka, R.Rossiter, C.Thompson, M.Vis, M.White, J.White

Information Items:

- Staffing Request Process 2015: The process used during the last few years will be followed. No pre-proposals are required, and no major expansion of the faculty base is expected due to the tight budget.
- Budget process for FY16: Information provided by the departments is being collated, and an aspirational budget (big picture) is being developed. The next few years look okay, but the capital improvements issue is looming.
- Chairs were asked to implement the following in order to address promotion and tenure issues related to eligibility and rank.
 - Indicate dossier due date at the top of annual probationary letters.
 - Discuss carefully with Group II candidates what rank is being sought.
 - Confirm years towards eligibility.
 - Communicate changes (late submissions, withdrawals) to the college office in a timely manner.
- Lori Bauer has received a few department reports. She will re-send her e-mail that described what to include.
- Chair evaluations are being completed in Class Climate this year instead of on paper. The department should provide the collected data to the department committee, which will decide what information to forward to the college.
- The form for proposing one-time central investment suggestions has been sent to departments. Some items in the department reports may be useful to include as one-time investment proposals.
- Facilities is going through Clippinger, Ellis and Morton to reassess cost estimates for repairs/maintenance/upgrades. This space reassessment will help to set triage priorities. There is now a university office in charge of tracking and maintaining classroom furniture, especially chairs.
- The request for submission of special equity cases is being sent out today.
- TRS data is due Feb.2 and should be based on last year plus a 5-year look back.
- Monthly donor reports will be late because information through Dec.31 has not yet been uploaded.

RHE/A&S Task Force Report:

Laurie Hatch and Brenda Phillips (Associate Dean, OU-Chillicothe) presented the report of the A&S/RHE Task Force. Input is being collected from the Regional Campus deans, associate deans, and Athens Campus chairs, and then the report will be finalized. One of the issues that needs to be considered at an executive leadership level is that students are enrolling in regional campus online courses in Summer instead of in the same courses on the Athens campus because the cost is lower.

A Dual-Enrollment Coordinator is being hired to oversee and facilitate dual-enrollment processes, procedures, and offerings.

Carissa Anderson is the key contact person for Athens/RHE campus interactions.

Suggestions included:



- For selected courses in some disciplines, syllabus templates may be useful to encourage uniformity and completeness. For other courses/disciplines, the ability to create a credible syllabus with appropriate readings and assessments is an important reflection of an instructor's credentials to teach the course.
- It may be helpful to consider Memoranda of Understanding (MOUs) to articulate roles of Athens and regional campus faculty.
- The Staffing Approval Form (Appendix 5) should include a place to indicate specific required texts and, for dual enrollment courses, the name of the mentor. Questions were asked about how information from these forms should be recorded and maintained.

Chairs should send additional input to Laurie Hatch.