

CHAIRS AND DIRECTORS MEETING MINUTES

February 25, 2015 – 1:00 p.m.

Attending: C.Asleson, L.Bauer, J.Bender, S.Bergmeier, B.Carlson, J.Dyer, T.Eisworth, R.Frank, J.Gilliom, S.Gradin, L.Hatch, D.Ingram, K.Jellison, D.López, C.Mattley, B.McCarthy, W.Owens, B.Partyka, A.Ritchie, W.Roosenburg (for M.White), R.Rossiter, C.Thompson, M.Vis, J.White

Guest: Patrick Barr-Melej, Faculty Fellow, Provost's Office

Information Items:

- Patrick Barr-Melej will be working with David Ingram and the Program Review Committee to make sure that the Program Review process runs smoothly. He distributed the Program-Review Process Overview, which provides the timeline/dates for all steps in the review process. Departments undergoing review this year and next have the option to follow the former Self-Study Guidelines or the revised ones approved in April 2013. The process is intended to be faculty-driven and not an impediment. Previous documents are available for use as templates, and the goal is to dovetail program reviews with accreditation so that information only needs to be gathered once. Packets will be produced for departments and for reviewers. Self-studies will be due in September, and reviews will be on the UCC agenda the following Spring. Outcome assessment will be essential, and there will be another training session in the Fall. Reviewers will be suggested by the Review Committee but can be rejected, and the department may bring in additional reviewers (at their own expense for extras). Regional campus instruction needs to be reviewed when the home department is reviewed, and Athens campus self-studies will be responsible for regional campus courses. The Dean should be involved/informed during department reviews so resource consequences or other concerns can be addressed.
- Douglas Eder returned to campus to assist interested departments and programs with their assessment plans. He has offered to continue to communicate with interested departments and programs and to provide additional feedback if desired. In preparation for the AQIP reaccreditation site visit in 2015-16, revised assessment plans, with some assessment results, should be posted on college websites at the end of this academic year. Lori Bauer advised that tables do not post well on websites, and that information should be presented flowing down the page (e.g., bullets, headings). Caryn Asleson noted that feedback from the annual advising surveys can help with assessment of and improvements in advising. Although the main assessment focus has been on undergraduate programs, information on graduate program goals and assessment results also will be needed.
- Gilliom reported that the Summer schedule is complete and that the final review for the preparation of contracts will be done using the data that is on the registrar's website. (Footprints entries are NOT needed.) The college staff is reviewing the 15-16 part-time and overload teaching proposals and is contacting departments with questions and approvals. The goal is to shift to full-year approvals and, as with Summer, reduce or eliminate one-off transactions for all but the most urgent situations. Bauer noted that the most effective marketing and visibility strategies for Summer courses are word-of-mouth and advising. Therefore, along with more traditional advertising, the college is distributing a list of Summer courses so that department and college advisers can help spread the word.



Group II Promotion Criteria:

Brian McCarthy distributed a draft of Group II Promotion Criteria. Better criteria for each category are included because departments vary widely. A statement clarifies that years-in-rank are taken into account for eligibility only and are not considered criteria for promotion per se. A section on professional development addresses the need for scholarly teachers to be current in their field. McCarthy will send the draft document to chairs electronically to be shared with their faculty for discussion. Comments and suggestions should be sent to McCarthy. Laurie Hatch noted that she has exemplary dossiers that she can share with Group II faculty preparing their promotion dossiers.