

**CHAIRS AND DIRECTORS MEETING MINUTES**  
**Wednesday, November 18, 2015**  
**Ellis 113**  
**1:00-3:00 p.m.**

Attending: C. Asleson, L. Bauer, J. Bender, S. Bergmeier, B. Carlson, H. Duschinski, J. Dyer, T. Esworth, R. Frank, J. Grant, S. Gradin, L. Hatch, D. Ingram, K. Jellison, D. López, B. McCarthy, R. Muhammad, W. Owens, B. Partyka, A. Ritchie, B. Shambora, C. Thompson, M. Vis, M. White

Guests: Kendall Brown-Clovis, Human Resource Liaison  
Fatimah Albrahim, Instructional Technologist, CAS

1. Information items
  - a. On-line course development resources

Fatimah Albrahim, Instructional Technologist for the College, is available to assist in the development of on-line courses, instructional design or redesign to incorporate technology in teaching. In addition Albrahim is available for Blackboard assistance or to attend departmental meetings to present on-line resources available. The College is also working to make on-line course development resources available on the College website - please forward ideas to Albrahim.

[albrahim@ohio.edu](mailto:albrahim@ohio.edu)

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Haning Hall 018A

- b. "Future Committee" meeting with chairs

Vis reported that the Future Committee has scheduled two meetings with Departmental Chairs/Directors regarding departmental innovation and revenue generating activities. The first meeting was held on Monday, November 16 and the second is scheduled for Friday, 11/20 – Chairs/Directors need only to attend one.

- c. FERPA and minors

Asleson noted a rule change regarding FERPA and minors. Students that are minors (distance learners and others) are considered under FERPA and protected as a student. These students must sign a release of information form before any information can be shared with parents or others. Admissions and the Registrar's Office have developed a release for those students enrolled in the College Credit Plus Program. The Faculty Advising Center will be offering a form. By contacting the Registrar's Office you can verify the status of student release forms. Great care should be taken

before sharing any student information with anyone including anyone who represents themselves as a parent.

d. Special summer programming

Continuation of series of innovation ideas-

-International students summer “Athens experience”

Thompson reported he is working with the Office of Global Opportunities to bring international students to campus during the summer for the “Athens” experience. Summer courses would include field trips regionally and abroad. Thompson is hopeful this will be offered for the first time this summer. He is also working with OGO to partner with outside entities to enhance student enrollment in specific areas of study.

-4 +1 Master’s Program – Law Justice & Culture

Duschinski is in the process of developing a 4 + 1 Master’s Program for Law Justice and Culture. For OU students this would mean one additional year to earn a Masters. For external students and others a 4 week summer institute would be available in preparation for classes. Timeline – offered for the first time in summer 2017.

-Continuing Legal Education (CLE) hours

Duschinski is looking into offering summer CLE hours to attorneys. CLE hours are typically provided by law firms and Bar Associations.

-Summer STEM program

The College (Biological Sciences, Chemistry /Biochemistry, and Mathematics) will be offering a summer STEM “boot camp” to incoming freshmen in the fall. The program will be one week prior to classes and offer extensive courses, study skills, and training. Students will reside in one of the new dorms and have access to Learning Communities. Enrollment for the program will be capped at 25 – 30 and offered on the first come first serve basis. The program will allow incoming students to get a good sense of what it takes to be a science major. Credits will not be offered.

-Utopian Community

A summer utopian community study-away course was originally organized by faculty from History and Political Science Departments. Re-visit the idea and offer student credit hours and include alumni.

It was also noted that offering discounts based on bundling of courses would be an incentive for students to enroll for additional classes. The Provost’s Office is considering this.

2. Discussion items
  - a. On-line absence management system

Brown-Clovis reported that a new on-line absence management system will be incorporated after the first of the year. Administrative staff and faculty that are typically required to complete paper forms to request time off will now be submitted electronically. This does not include faculty fellowship leave. The College will provide training to administrative personnel who will be reviewing/approving requests. There will also be training materials available on-line. The electronic system is intended to make the process easier and does not include any changes in policy.

- b. FMLA and reduced effort reporting

Prior to signing FMLA requests Chairs/Directors are asked to contact the Dean and or Brown-Clovis for planning purposes.