Notes from Department Chairs Meeting, February 14, 2005

As Gail was out of town on an accreditation visit, the Executive Meeting scheduled for February 14 was switched to a Chairs meeting. The next Chairs meeting, scheduled for February 28, will be a full Executive Committee meeting.

The Associate Dean, Department Chairs, and the Director of Resource Management met from 10:00 AM-12:30 PM.

Kathy Krentler and Kelly Doiron spoke with the Chairs about Fall 06 scheduling and course demand. While we have not gotten FTE targets for next year, Jim is anticipating that we will be given a target that is 3.5% higher than this year. Jim noted that our freshman pre-Business major numbers were 3.3% higher than a year ago, consistent with the university increase in undergraduate students, and he anticipates this will happen again for next year, affecting the enrollments for our pre-business classes. We anticipate that the number of upper division transfers for next year will also go up by 3-4%. This will require possibly some additional sections of core classes, and some majors may need to add additional sections of major classes to respond to the increased number of upper division admits for this year. We spent over half of the meeting on these topics.

In the previous Chairs meeting, Jim had discussed the issue of overriding registration edits when a student is given permission to take a class for which their major code or class level does not allow it. This requires a letter to Rayanne Williams (Enrollment Services) which requests an override of computer codes. However, Kelly explained that the normal chain of command is for the letter to go to either Sandi Williams at the Undergraduate Advising office for undergraduate level courses or Ken Marino at the Graduate Office for graduate level courses, so that they can ensure that any issues such as satisfaction of prerequisites relating to the student's record can in fact be verified by the appropriate office, before Rayanne is requested to release the code. Thus, the final letter to Rayanne should be coming from Sandi or Ken, after approval from the instructor teaching the class and the Department Chair, who acknowledges his/her awareness and approval of the situation.

We have been requested from Faculty Affairs to provide descriptions for specific GA/GTA positions for the union that represents the graduate assistants. The Chairs will ask those faculty who have GAs/GTAs to create simple job descriptions that can be submitted to the union. John had drafted something for the IDS Department that can be used as a template. Jim promised to distribute that to the Chairs.

The Chairs recently received a memo asking to report all faculty fellowships, grants, and awards received during the 02/03, 03/04, and 04/05 academic years. The Chairs will ask their faculty to give them this information.

As part of our accreditation efforts, we are required to classify our faculty as academically qualified (AQ) and professionally qualified (PQ). Lecturers are normally classified as PQ, unless they have an active research agenda. For them to be PQ, they need to be involved in activities which confirm, support, and enhance their PQ classification (working in the field, going to conferences, etc.). While the college has never adopted a formal standard which defines
PQ, the chairs were asked to check their lists of lecturers to make sure that their lecturers indeed were maintaining these qualifications.

The Chairs discussed the use of the previously established journal list in the college process. There have been questions raised in various faculty and department meetings about the list. The Chairs decided that it would be best to call a meeting to give faculty a chance to discuss issues related to the formation and use of the list. Jim will send out an announcement about the meeting.

There was a discussion about the roles of the Chairs in Executive Programs. The Chairs agreed that they need to work closely with Karen Courtney and the Executive Programs Committee to generate the best programs for the college.