Notes from Department Chairs Meeting, June 5, 2007

The Associate Dean, Department Chairs, and the Director of Resource Management met from 10:00 AMˆ11:30 AM.

David Ely and Kelly Doiron joined the meeting to discuss the need for an extra section of the first semester core classes for the MBA program for Fall 2007. Central administration has charged the CBA to increase our number of graduate students. Demand over the past two years has risen. By admitting all applicants who meet our existing criteria, we anticipate having enough students to offer an additional full-time cohort group. Kelly needs to act quickly to block out rooms for the new Fall 2007 core classes, and the Chairs need to identify faculty members to teach these sections.

Kelly provided an update on summer school. We have demand for additional sections of FIN 323 and MKT 370 in Session 2.

There was a short discussion of faculty development plans. Faculty members within the same department and across departments were inconsistent in information they provided on the plans. Jim will work on improving the form and instructions for next year to alleviate the inconsistencies. He will also create a different form for lecturers in which they will list activities which help them to attain professionally qualified (PQ) status, as required by AACSB.

The chairs discussed final revisions for the assigned time document. Jim will incorporate the comments from the meeting into the document and distribute the latest version to the Chairs.

A chair had a situation where a student scheduled a meeting to discuss a problem in a class and the student’s father came to the meeting. FERPA requires a student’s permission to discuss any personal details related to their academic record with other people. Jim thought it would be a good idea to have a form available for faculty should a similar situation arise or should a parent contact them by phone. He asked Sandi Williams to draft a form, which he presented to the group. The chairs made several minor suggestions. Jim will revise the document and have Nancy Kavanaugh post it on the CBA Communications link.

GMCS 601, which the college has used as a classroom for some of its classes, will no longer be available to the CBA. The college has been given Physics 140 as a substitute room for Fall 2007. P 140 is a former lab being renovated to be a 60-seat classroom. For Spring 2008, we will „trade‰ this room with Sciences for BAM 347. Sharon has an equipment grant to purchase tables and chairs for BAM 347 which would allow students to use their laptops and also allow for different room configurations. The Chairs agreed this would be a good idea as long as any class which changed the standard configuration of the classroom returned it to the original layout at the end of class.