Notes from Department Chairs Meeting, May 11, 2010

The Associate Dean, incoming Associate Dean, Department Chairs, and the Director of Resource Management met from 10-11:50 AM in the Dean's Conference Room.

Jim asked each chair to send him a vacation schedule for the summer, in case meetings need to be arranged. He will ask the additional members of the Executive Committee to do this.

Graduate students began enrolling this week in summer school. Kelly let chairs know which classes currently had low enrollments, so we can determine if we can generate enough students to keep them for summer offering. Several things may be contributing to the lower numbers. Summer 2009 was the last term for graduate students to take courses without paying the graduate professional fee, so we might have had larger enrollments. Students may also be delaying registration as long as possible to hold off on paying their fees until absolutely necessary. Third, new graduate students admitted for Fall have been allowed to get a jump on their programs through summer school, but it was mentioned that for this year's group, they have been advised to enroll through Open University to avoid paying the graduate professional fee. Finally, with no new graduate students this semester, there is a smaller pool of students who might be interested in summer school classes. Jim and Kelly will continue to monitor enrollments, as undergraduates begin their registration this week.

Jim discussed the class schedule for next year. The central administration has made recommendations for the number of seats needed for the pre-business and upper division core classes for Fall 2010 which are noticeably higher than what he had projected. He sent a note to AVP Singer asking for clarification.

For Spring 2011, Jim is concerned that we will be well under the target set by the administration, mainly due to significantly lower numbers in the upper division core and first courses beyond the core and fewer graduate students. The upper division numbers will be affected by a projected decrease in new UD declarants for Fall 2010 (down more than 100 students from Fall 2009), projected reduction of new UD students in Spring 2011, and the reduction in new UD students from this semester. These are the groups of students that take core and first major classes beyond the core. A separate note has been sent to AVP Singer for clarification on this.

There was a discussion about the role of the Executive Committee. The chairs thought it could be useful from the previous discussions to have Kathy and David be a part of the chairs meetings. We also discussed that Executive Committee meetings could be more strategic. Jim will bring this issue to the EC meeting next week.

The chairs discussed a common Schedule B form for Lecturers. This is needed for AACSB, lecturer evaluation, and also for the Graduate Fee grant program. Sharon shared one she has been using in the SOA and Jim brought in one he had suggested.
The chairs agreed on the concept. Jim and Sharon will finalize the form and have it posted at the CBA web site.

The PQ policy allows for "other activities" as deemed appropriate by the chairs. It was suggested that the chairs communicate on the point values that they assign for these activities so there is consistency among departments. Jim reminded the chairs that if they wanted to require a Schedule B as part of their Lecturer evaluation, this needs to be included in their department policy file.

Sharon brought up an issue on the cost for graduation receptions. She was given a four hour minimum weekend cleanup charge, and asked if the other chairs were incurring similar charges.

We are in the process of replacing computers for faculty and staff. Deb suggested that for future replacements, it would be easier for our tech staff to create a list of several models from which faculty and staff could choose. This would make it easier to support and maintain the computers.

We have separate equipment budget which allows for other non-workstation purchases. Normally, these requisitions are made by each department. Bruce had a request for a PARScore machine for the college similar to what they have at ITS. This provides all statistics for Scantron exams on item analysis. Although the initial request came from an IDS faculty member, Bruce has spoken to multiple members of the graduate committee who also want the PARScore machine, especially for use in assessment initiatives. Bruce suggested this should be a college priority, as it could be used for multiple choice exams for any CBA class, and that it will help assess the reliability of assessment items. The chairs agreed to support this request and to put it at the top of the list.

Alex mentioned that he was going to ask for a wireless speaker/microphone which will facilitate conference calls via Skype and class instruction via distance. The chairs suggested we should purchase several of these for the college.