Introductions
Steve Ham, Chief Marketing Officer was introduced. Steve described several of his priorities, including revisions to the college’s websites to more effectively attract traffic and applicants.

Minutes – March 8, 2016 meeting
Amended draft of minutes was approved.

Campus and Community Program Review
Davette asked the chairs to review handouts listing Foundation accounts. Chairs should identify which accounts are still active which are no longer needed by March 28. This action is in preparation for an upcoming audit.

Visiting Scholars
Two visiting scholar applications were reviewed. Both were supported by the committee. (1) PhD marketing student at the University of Lugano (Switzerland) who has been working with a CBA faculty member. (2) Utah State University faculty member in their MIS department who will be working with a CBA faculty member.

The committee discussed how to set limits on the number of visiting scholars than can be accommodated in an academic year. There was agreement that a target of less than 15 was appropriate. Resource Management is reviewing the process for visiting scholars and will make a decision on whether they will be able to bring the responsibility into the Resource Management area beginning AY 2016/17. Departments will continue to handle the process until then.

Associate Dean’s Report
The WASC Review Team will be on campus March 22-24, 2016.

System for Lecturer Evaluations
A number of challenges in using the Echosign system were discussed. Chairs noted their most significant challenges: limitations on uploading documents, limit on length of letters, and inability to make changes to a review letter once submitted. There was consensus that the system, as currently deployed, is inadequate.

Dean’s Report
Handouts presenting CBA budgets were distributed and reviewed. These have also been shared with the Steering Committee. Chairs were asked to provide feedback on what other tables might be appropriate to include when these documents are distributed to the entire college.

Copiers
Mehdi led a discussion of making the two department copiers available to faculty in any of the five departments starting July 1. Access, equipment maintenance, breakdowns, and reasonable use were discussed. Chairs will share copier use guidelines with their faculty when they are finalized.