

Chairs' Meeting  
Agenda  
Wednesday, November 2, 2022  
10:00 a.m., ED 330

**NOTES**

Attendees: MJBradley, LGBryant, AWheeler, APimpletonGray, NCovey, AHux

**New Business**

1. Academic Advisor – LGBryant provided an update regarding, offer has been made, background check is ongoing. Hopeful for start date of November 16.
2. Title IX training – MJBradley shared that chairs should reach out to PBush regarding future trainings. Departments are required to participate but can schedule based on department schedules.
3. Final Exams – Chairs were reminded that final exams must occur during final exam week. Courses that contain written exams as assessments must have a final exam based on university policy.
4. Campus conversation – Thursday, Nov 10 @ 1:00 p.m.-Centennial Hall – Chairs were reminded of event and encouraged to attend.
5. EPP Assessment Day – Friday, Nov 11 @ 9:00 a.m.- HSS 1051 – NCovey provided an update and discussion was had regarding which faculty are expected to attend. APaloini was encouraged to attend.
6. Office Coverage – Thanksgiving Week – MJBradley asked chairs to ensure that departmental office maintains office and phone coverage during that week.
7. Ed/Comm Breakroom – Update – NCovey provided an update and handout of possible scenario for 2<sup>nd</sup> floor breakroom.
8. Diversity Roundtable – November 17 – MJBradley shared handout and discussed event.
9. ADC Update
  - a. MJBradley provided update regarding recent meetings.
10. Department Updates
  - a. ELCSE – AHux reported that building renovations were progressing.
  - b. HPESS – AWheelerGryffin reported that the department was continuing to fill administrative position and are currently advertising for open PETE position.
  - c. P&C – APimpletonGray reported that the department was accepting applications for open faculty positions. WMclean has reached out regarding meeting either one on one or with faculty.
  - d. TE – NCovey reported that the department has 2 positions open (online ELED & Reading). Recently approached about the possibility of MLED going online.
11. Other
  - a. Transfer Orientation – Friday, November 4. 6 students (2 ELED, 2 PE, 1 Psychology) expected. Departmental reps will cover.
  - b. Graduate Assistant hours 9mo & 12mo work until Dec. 16/12mo return on Jan. 3. MJBradley will check with Graduate School.
  - c. EdRising event on November 16<sup>th</sup>, Cooper Alumni Center
  - d. Update regarding Pack Preview event.
  - e. SGordon (Nursing) has shared with deans a proposal regarding advancement steps for non-tenured faculty.
  - f. MJBradley discussed importance of hiring freeze justification forms and meeting deadlines for filing any open positions.

## **Deadlines:**

### **November 1<sup>st</sup>**

- Colleges and departments provide one electronic copy of their proposed promotion and tenure criteria for the upcoming academic year (2023-2024) to the Office of the Provost/Academic Affairs and Research ([awells@astate.edu](mailto:awells@astate.edu)) for review by the UPRTC

### **November 4<sup>th</sup>**

- Graduate Council Proposals due

### **November 11<sup>th</sup>**

- Undergraduate Curriculum Council Meeting

### **November 17<sup>th</sup>**

- Graduate Council Meeting

## **Events:**

### **November 4<sup>th</sup>**

- Transfer Orientation in Centennial Hall

### **November 7<sup>th</sup>**

- Cultural Heritage Event – 12:00-1:30 p.m. at the Fowler Center
  - Alice Phelps and her daughters will perform traditional Native American Lakota dances.