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College of Education and Human Services

CHAIRS/DIRECTORS MEETING
FEBRUARY 14, 2008
CMU 214 1 PM
NOTES

IN ATTENDANCE: Richard Adler, Wendy Frappier, Jane Giedt, Shawn Ginther, Peggy Rittenhouse, Britt Ferguson, Lynn Mahlum, Bruce Hanson, Boyd Bradbury, Duane Halbur

Richard Adler chaired the meeting in Dean Walseth's absence.

1. Continuity of Operations ("COOP") – Al Breuer
 - a. Part of a three-part Emergency Management Plan
 - i. Preparedness
 - ii. Crisis Intervention
 - iii. COOP
 - b. Emergency Management Team will pull together resources for relocation, etc. in cases of catastrophe (i.e. buildings burning down, floods, tornadoes), so they are requiring essential information from departments, building by building.
 - c. Department Chairs will complete a COOP for their department and submit electronically to Al by March 10th, if possible, with a copy to the Dean's Office. Margie will send blank template to each Chair.
2. Campus Campaign
 - a. That time of year again. Packets are being distributed and the Dean encourages faculty and staff to support the campaign and fill out and submit the pledge cards.
3. Recruitment/Retention/Transfers
 - a. Dean Walseth is requesting that departments, programs and individuals become more involved in Preview days
 - b. Also, that departments/programs have more Advisors available on Preview Days for 'drop ins'
 - c. Dr. Adler encouraged the marketing and promotion of programs both during Preview Days, and to consider other ways to get the information into the hands of potential students. Perhaps consider flyers or brochures in the student packets. Marketing is one of his responsibilities as the Associate Dean, so he will be following up with the Chairs/Directors in about 2 or 3 weeks to obtain marketing and promotional ideas for their individual departments/programs.

4. Summer School question from Jane Giedt: Can we still add courses?
 - a. Answer from Dr. Adler: Summer School allocations have now been all used up, so if it was determined by the Dean there was a good reason to add a course, funding would have to come out of the College's budget.
 - b. Low enrollment situations were discussed: Dr. Adler said that low enrollment cancellation requests had to be in to Academic Affairs at the time the schedule was submitted. Therefore, if a course registration indicated a section had low enrollment (<9 for graduate courses, <12 for undergraduate courses) it might be able to be canceled, but Dr. Adler will clarify that. Low enrollment courses will subsequently affect a college's summer session allotment for the next year – the penalty will be described in the summer session booklet to be distributed in about 10-14 days. The Dean of the College has the ability to reassign
 - c. Bottom line, discuss with Dean Walseth on an individual basis.

5. Discussion was initiated by Boyd Bradbury regarding if Schools were interchangeable with Departments in the IFO contract, for reasons of reassigned time, particularly Chair reassigned time. Britt Ferguson indicated they were.
 - a. The equitable distribution of reassigned time needs to be discussed at the next CEHS Chair/Director meeting. Dr. Adler referred it to that as an agenda item.
 - b. Dr. Rittenhouse also emphasized the need to bring a request that reasonable factors be considered and addressed in the contract, relating specifically to the work necessary to instruct online courses, and to assist grad students with their theses, among other things. This could be discussed at the IFO Delegate Assembly next month. If a faculty person doesn't want to put themselves in as delegates, they should at least forward their ideas/requests to a local delegate.

Meeting adjourned.