



CHAIR MEETING
October 28, 2008
CMU 216
3 P.M.

NOTES

I. Planning and budget

- Dean Walseth explained there is no new news, but we have been told we will be able to keep the fixed term faculty. Because of the budget constraints it is more important than ever to do long range planning. We need to look at our own programs and question where we are using our resources. She presented a hand out that is self-explanatory and can be used for reviewing departments' own programs. (Attachment)

A. Departmental reports due May 1, 2009

1. Vision and goals for next year

- Departmental reports are due May 1st, but important conversations/decisions need to be discussed.
- Good information available on Iris Gill's Institutional Research website at: <http://www.mnstate.edu/institut/>
- Dean Walseth will study what other programs at peer institutions look like and will share her findings.

B. Summer school

1. Classes that will make money

- The goal is to make money.
- Need to offer courses students need to finish on time.
- STL is asking the students during advising and building a database.
- Need to address courses that have very low enrollment.
- Dean Walseth has a chart that shows what it costs for each faculty to offer a 3 credit course.
- Need to counter low enrollment courses with high enrollment ones.

2. What must be offered? Other options?

- Associate Dean Adler and Dean Walseth are on the Summer School Task Force
- One option being discussed, among others, is the use of the 3-week intercession, then offer two 5-week sessions.
- Meetings are Mondays at 10 a.m.
- Questions arose:
How will covering AY courses in summer affect productivity formulas?
Not all courses are conducive to 3-week format – is this best for students?
How will Chair EDDs be affected if the Chair teaches an early course?

C. Fall schedule

1. Desires/needs

- Consider what absolutely has to be offered vs what we would like to offer.
- May need to cut back number of scheduled courses in May if budget is in worst case scenario.
- It is better to pre-plan than to have to cancel, which is bad PR.

2. ¼ replacement for sabbaticals and retirements

D. Equipment money

- Send lists of priority needs to the Dean by the end of November.
- Consider that we may not get any funds next year.
- Equipment doesn't just mean technology.
- Student Tech Fee requests will be made in December. We typically ask for very little compared to the other colleges because we have fewer "tech" needs. Think 'out of the box'. The Dean will propose alternate items that fit the criteria for requesting the funds from the Student Tech Fee if you propose them to her. The fee is for items that will directly benefit students. (PRUs?)

II. Recruitment and retention

A. Cost of one percent

- The Dean drew attention to the handout that shows how a small increase in students affects revenue. (Attachment)

B. Letters to visitors? Testimonials

- Barry sends letters to entice undeclared students with information about his program.
- The Dean is gathering student testimonials to be used for letters, recruitment, etc. Please forward one name from each program to her.
- Transfers are often underserved.

- We now have ARO as a transfer resource
- We can do better. The personal touch means a great deal.
- Transfers can always be sent to the Dean's Office if no one is available.
- Facilities are not great so we need to show that we are accessible to our students.

C. November 10th next preview day

III. Rounds

- The Dean thanked the chairs for helping with the Faculty Assignment Records – our faculty budget is balanced.
- The 'creative funds' will be discontinued soon. We will send out one last call to the faculty.
- Bruce Hanson asked if anyone had an OAS (secretary) they would be willing to share as was suggested by the President.