

CHP Department Head Meeting
Minutes
October 9, 2015
Armstrong Center, room 222
11:30AM

Members in Attendance:  Drs. Laurie Adams (for Dr. Doug Masini), Maya Clark (for Dr. Anne Thompson), Catherine Gilbert, Bob LeFavi, Sandy Streater, David Ward and Ms. Corine Ackerson-Jones

Guest:  Dr. Bill Baird

Excused Absence:  Drs. Doug Masini and Anne Thompson

Recorder:  Ms. Lynn Singer

Proceedings:

A.  Dr. Bill Baird, a member of the Academic Affairs Strategic Planning Committee, reviewed a draft of the strategic plan.  He explained the committee is looking for input across campus.  Several suggestions were made, and they will be brought to the committee for consideration.

B.  Ms. Corine Ackerson-Jones’ Updates
   a.  LLC (Living Learning Community)—Ms.  Ackerson-Jones thanked the mentors for their peer mentor recommendations and said all students have been assigned a peer mentor.  Students are required to sign a mentor/mentee contract.  Each mentor has met with their student at least once, and the expectation is they will have two contacts each month with the mentee.  One contact should be a meeting and the other by choice (meeting, email, call, text, etc.)  Ms. Ackerson-Jones listed the seminars that have been scheduled for the LLC, and Dr. LeFavi suggested math anxiety be addressed.  Mr. Matthew Brown, the STEM tutoring center Director, will be coming for the next seminar and will be asked to address this issue.

C.  Dr. Sandy Streater’s Updates
   a.  Tenure and Promotion Revisions—Dr. Streater explained the current policy does not address the scenario when a Department Head with faculty appointment applies for a promotion.  The revised Tenure and Promotion policy approved today spells out the procedure.

   It was agreed that “professional development” be added to the Tenure and Promotion Policy.
b. Room Assignments and Taking Rooms Offline—Dr. Streater asked the Department Heads to let faculty know rooms may not be changed/moved without the proper procedure being followed. Rooms must be formally changed. Dr. Gilbert asked for a list of “off line” rooms, and Dr. Streater will see if a list exists.

c. MOU Protocol—The Department Heads were reminded MOU requests must be routed through the dean’s office.

d. MOU Background Checks—Since it occasionally is necessary to accommodate a facility’s background check requirements, it was agreed the Dean or Associate Dean will review background checks on an as needed basis. Information on the background checks will not be disclosed to anyone. The student will be aware when this procedure needs to be followed.

e. Appeals Policy—It was agreed Dr. Streater will revise the timelines in the CHP Appeals Policy.

f. MAPP Test—Dr. Streater said each department has the option of continuing to use the MAPP test or to administer their own test. The Department Heads are aware a change from the MAPP test requirement must go through the Curriculum Committee. Dr. Streater will follow up with the Department Heads.

g. FERPA—Dr. Streater reminded the Department Heads and asked them to let faculty know recommendations cannot include a student’s GPA, class standing, etc. without the student’s permission. It was also noted FERPA protections don’t expire; they are for life.

D. Dr. David Ward’s Updates
   a. CPR (Comprehensive Program Review) Schedule—Dr. Ward explained the Provost’s office is making changes in the CPR schedule, and he reviewed the revised schedule.

   b. Potential Facility Site Visits—Dr. Ward asked the department heads to identify facilities that would be appropriate for a site visit.