COHP Department Head Meeting
Minutes
January 9, 2015
Armstrong Center, room 222
11:30AM

Members in Attendance: Drs. Catherine Gilbert, Bob LeFavi, Doug Masini, Andi Beth Mincer, Sandy Streater, Anne Thompson, and Ms. Corine Ackerson-Jones

Guests: Mr. Bill Kelso, VP of Advancement
Ms. Allison Hersh, Public Relations Manager

Recorder: Ms. Lynn Singer

Proceedings:
A. Case Statement for the New CHP Building—Mr. Kelso said design funding is in the budget, and the budget will go to the “floor” this month. Also, he explained various opportunities for donors. Ms. Hersh distributed for review a draft of the Case Statement for Armstrong’s New College of Health Professions Building.

B. Dr. Anne Thompson’s Updates
   a. COHP Day at the Capitol in Atlanta on January 29—Dr. Thompson reviewed last year’s activities and distributed the handouts that were used. She also reviewed the logistics of the trip. An updated legislative list will be distributed to the Department Heads, when it becomes available next week. The Department Heads were asked to review it with the students. This will enable legislators to have a picture taken with their constituent(s). A draft schedule was distributed, and faculty was asked to complete a paper travel request form.
   b. College Wide Meeting—There was a brief discussion of a date for our College Wide Meeting and the agenda, i.e. tenure and promotion guidelines.

C. Dr. Sandy Streater’s Updates
   a. Tenure and Promotion Policy—Dr. Streater will email to the Department Heads the final draft of the college’s tenure and promotion policy.
   b. Scholarships—We now have a separate Foundation account for college scholarship monies. The ad hoc scholarship committee determined faculty recommendations will not be required. The weight “need” has in determining eligibility was discussed and has not been finalized
   c. COHP Appeals Policy—Dr. Streater will email to the Department Heads the final draft of the college’s appeals policy.

D. Ms. Corine Ackerson-Jones’ Updates
   a. 2015 Summer Camp—Applications went live on January 1. The Department Heads were reminded a representative from each department is needed.
b. Advising Center—Ms. Beth Anne Mathis works on transfer records and overlays. She does not advise all transfer students. If a transfer student meets their criteria for admissions, the student will be referred to the department for advisement.