COHP Department Head Meeting
Revised Minutes
February 13, 2015
Armstrong Center, room 222
11:30AM

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

Excused Absence: Dr. Bob LeFavi

Guest: Dr. Sara Gremillion, Assistant Professor of Biology

Recorder: Ms. Lynn Singer

Proceedings:
A. Dr. Sandy Streater’s Updates
   a. Tenure & Promotion Committee and Appeals Committee—When the departments were collapsed, the impact on committee membership was not considered. After reviewing the makeup of each committee, it was determined the Tenure & Promotion committee needs one member from each of the following programs: Communication Sciences and Disorders and Respiratory Therapy. The Appeals Committee needs one member from each of the following programs: Communication Sciences and Disorders, Medical Laboratory Sciences, and Radiologic Sciences. It would be helpful if the members of the Appeals Committee are here in the summer.
   b. Emergency Procedures—The Emergency Preparedness Plan 2011-12 for Academic Affairs and Academic Records Hurricane Plan were distributed. The plan was reviewed, and Dr. Streater noted we have the following responsibilities:
      i. Ensure that students can continue course work in the event that the campus is closed;
      ii. Protect academic, financial, and departmental student records;
      iii. Ensure that laboratory animals, biological organisms, and human cadavers are protected;
      iv. Secure all hazardous chemicals.
      The department heads were asked to forward their departmental emergency plans to Dr. Streater.
   c. Social Media—Dr. Streater led a discussion of social media policies. Several programs have policies in place, and Dr. Streater will investigate the possibility of a template for social media guidelines that could be used by all CHP programs.

B. Dr. Anne Thompson’s Updates
   a. The department heads were asked to look at their budgets by going into iStrategy and ensuring all of their charges are correct and have been entered into iStrategy. She noted Pcard purchases are not posted until after card is reconciled at month
end. Ms. Carol Cox is a resource if they need assistance. They were also asked to
determine if they have enough available funds to last to year end by looking at all
available funds, i.e. student fees.
b. HLPR 2200—This is the Interprofessional Communication course, and it will be
offered in the fall. After a discussion of which program will house this course, it
was decided Rehabilitation Sciences will house it at least for the first semester.
c. Pirate Preview on February 21—Ms. Beth Anne Mathis is staffing the advising
table. Drs. Thompson and Streater will be “floating.” There will be another
Pirate Preview on April 11.
d. A sheet with directions on how to login to the Education Advisory Board’s
website was distributed, and there was a brief discussion of the information
available.
e. eCORE will be on the Senate’s agenda at their next meeting.
f. Assessment—The department heads were asked to continue their student learning
outcomes as they have always done and continue their assessments as their
accreditation requires them to.
g. Paint the Town Maroon—It was noted this will be on Friday, March 27.
h. The following were noted:
   i. Annual Faculty Evaluations (AFE) and APARs are due to the dean on
      February 23.
   ii. Changes/additions to faculty salaries (especially part-time faculty) must be
       received in Payroll Services by February 18 to be included with the
       February pay run.
   iii. The Department Head meetings scheduled for February 27 and March 27
       have been canceled; they will be rescheduled, if needed.