COHP Department Head Meeting
Revised Minutes
March 13, 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

Recorder: Ms. Lynn Singer

Proceedings:
A. Ms. Corine Ackerson-Jones’ Updates
   a. Faculty Advisor Training—Ms. Ackerson-Jones and the College’s other advisors are developing an advising workshop, aka Advising 101. She asked for the Department Heads’ input on areas to be covered. The plan is for the training to be available to faculty in the fall, and the College’s advisors will teach the course. Ideally this will be done during departmental meetings. A handbook will be available online.
   b. In response to a question, Ms. Ackerson-Jones said all learning support students are advised by the College’s Advising Center.

B. Dr. Sandy Streater’s Updates
   a. Social Media Policy Update—The College’s Social Media Policy has been updated, and Dr. Streater will review the revisions with Mr. Lee Davis.
   b. Appeals Policy Update—The College’s Appeals Policy is being revised to clarify with specific dates when an appeal may be submitted.

C. Dr. Anne Thompson’s Updates
   a. Transition Planning—Dr. David Ward will resume his role as Dean on June 8. The transition should be seamless, since Dr. Ward is being kept up to date.
   b. Budget—A spreadsheet was distributed detailing the College’s top 10 capital equipment purchase requests.
   c. AFE’s and Staff Evaluations—All AFE’s from the departments have been submitted. The Department Heads were asked to begin the staff evaluation process. The first step is to ask staff to complete their pre-evaluation.
   d. Assessment Plans—The need to keep up with the annual assessments was discussed, and Department Heads were asked to think about how our associate degree program should be assessed.
   e. Website Updates—The Department Heads were reminded to keep all information on their respective websites current.
   f. The Department Heads were asked to forward to Ms. Singer their anticipated catering expenses.