COHP Department Head Meeting  
April 24, 2015  
University Hall, room 154  
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. Summer Camp—Ms. Ackerson-Jones distributed and reviewed 2015 demographic data of the camp applicants along with a draft of the schedule of camp activities. The Department Heads were asked to review the schedule and notify her of any issues with it. The application is available online and must be submitted by April 30. Three camp counselors will be hired. The position has been posted. If Department Heads know of any responsible students interested, please have them go on line and apply.
   b. Associate Declarations—The need for consistency was stressed. Student declarations should not be denied. There was a discussion of having an advisor from the Student Success Center (SSC) advise Associate degree seeking students. After much discussion, it was decided to evaluate this suggestion over the next few months.
   c. Ms. Ackerson-Jones explained the protocol of how to refer a student to the SSC. An advisors workshop will be presented to each department in the fall. Advisors from the SSC will come to the departments to present the workshop.

B. Dr. Sandy Streater’s Updates
   a. Internship Protocol—Dr. Streater distributed rules governing summer internships for international students. During a brief discussion it was noted these internships are a privilege not a right.
   b. CHP Scholarships—Names were submitted and a student was selected for the CHP scholarship. The student will be notified.
   c. Student Liability Insurance—The census numbers submitted by the departments are being reviewed to confirm the number reflects only those students in a professional program.

C. Dr. Anne Thompson’s Updates
   a. iStrategy—Dr. Thompson reported iStrategy is still not fully functional, i.e. ledger detail is not available.
   b. End of Year Spending—Dr. Thompson distributed the college’s Budget Request for New FY16 Funds Narrative, and there was a discussion of the assorted spreadsheets that went with it.
c. A spreadsheet detailing Enrollments and Credit Hour Productions from 2011 to 2014 was distributed and discussed.

d. Summer Course Planning—A spreadsheet listing summer course offerings was distributed. The Department Heads were asked to fill in the blanks and return it to the dean’s office by Thursday, April 30.

e. Online Learning—Since revenue sharing comes from online courses and not hybrid courses, there was a discussion of what constitutes a hybrid course. Clarity on state authorizations is needed, and it was noted these authorizations continually change.

f. Meeting Schedules for May—The Department Head meetings scheduled for May 8th and May 22nd have been canceled. An ad hoc meeting will be scheduled, if needed.