

Chairs Meeting, October 19, 2011

Present: J. Berry-Bravo, B. Conrad, T. Flood, R. Jones, M. Kelley, K. Kunkel, C. Lambert, C. Patterson, D. Paul, M. Pomatto, E. Ramage, R. Shand, D. Smith, D. Whitbeck, B. Winters, P. Zagorski

Oracle Calendar –Trish Peak asked if all chairs were on Oracle calendar since it facilitates scheduling. Dean said using Oracle is at chair discretion, but if anyone has questions or concerns about it he/she should let dean know.

Discussion of Summer Schedule Draft – Dean sent the summer school draft to chairs electronically, but wanted to discuss it in open forum. The request stands at around \$430k and the target received from the provost is \$390k. Dean is comfortable going forward with the request as is, but does want chairs to think critically about and respond to the particular questions he asked concerning their courses. Enrollment increases were predicted for many courses even though data shows overall declining enrollments. Revenue generation is critical and summer needs to show a profit. If enrollments are over-projected it could create problems down the road. Summer school is under scrutiny like never before and it is important to realize the future is at stake. Dean asked chairs to make an effort to be as efficient as possible and to look into recruitment for summer courses.

Discussion of Unit Planning Process – The Unit Planning Process is somewhat vague this year. Dean has learned colleges can use whatever they think is useful to them. The University wants a snapshot of what each unit is doing on November 1. Dean said Unit Plans should be aligned with University goals and depts should turn in whatever their unit plan is on November 1st. Planning will move to a three-year cycle next year and the rotation scheme is online. Off years, units will report data only.

The college will undertake internal strategic planning next spring. Dean will provide the college plan that will fit into Academic Affairs and University plans, and depts will then create or revise individual unit plans to dovetail with the college plan. It will be a meaningful planning process that is useful to the college. Dean will let provost know what the college intends to do.