

Chairs Meeting
October 3, 2017, 10:00AM

Present: C. Allan, B. Bonneken, T. Flood, C. Giefer, S. Marchant, J. Neef (for P. Dvornic), J. Oliver, M. Pomatto, D. Smith, L. Washburn, D. Whitbeck, B. Winters

Guests: Mark Flood, Lynn Grantham, Donna Pintar

Computer Technology and Instructional Support staff were present to update the group on Creative Cloud/Adobe Acrobat. Faculty and staff who need to manipulate PDFs must have Adobe Acrobat, which is now licensed and will cost. Faculty and staff who only need to open and print PDFs only need Adobe Reader, which is the free version. Computer techs requested a list of faculty and staff and which version of Adobe they need. All computers will require reinstallation of the Adobe products.

Announcements – Chairs/Director updated the group on their areas and announced upcoming departmental events. Ms. Laura Washburn, Interim Director of WGS, announced the Summer School Task Force has begun meetings, as well as the Teaching Evaluation Task Force. Both task forces are working under a tight time frame. Dean reported on the following items: 1) third floor remodeling of Axe Library has been completed with funds from R&R dollars, 2) University is piloting a satisfaction survey of first Internet contact, 3) important to process travel claims within 90 days since after 90 days can appear as income and taxable, 4) chairs should address recruitment and retention in strategic plans, 5) interest in China recruitment, 6) credit for prior learning guidelines including CLEP are now KBOR policy, 7) 2017 Minima report was sent electronically.

Administration Issues Discussion – Topics of discussion included budget issues, potential implications of Gannon decision, student equipment fees, carry forward funds, course and program fees, and the joint purchase of STEM Premiere (student data base) by Polymer Chemistry and COT which will be available to all related disciplines.

Meeting adjourned at 11:15.