

Council of Chairs
Feb. 5, 2013

Present: Bryan Hoyt, Sandy Huguenin, Steve McCoy, Scott Bevins, Andy Cox (for Jeff Cantrell), Amelia Harris, Robin Benke, David Kendall, Alex Edwards, Cathie Collins, John Mark Adrian, Cindy Wilkey (for Tom Costa), Margie Tucker

Absent: Rachel Tighe, Suzanne Adams-Ramsey

Steve McCoy was present to discuss emergency procedures. He distributed a document created for faculty, "Take 3 for Emergency Preparedness," and asked that faculty take three minutes in each class at the beginning of the semester to review with students. A flow chart detailing Emergency Procedures when the campus is told to evacuate or shelter in place will be posted in every classroom and in common areas. Comments on either of these documents should be directed to McCoy.

Campus Police is currently conducting a survey to solicit information on the types of communication needed during an emergency and barriers for classrooms. Some rooms have doors that open outward and cannot be locked. Campus Police are working with the Fire Marshal to determine the best way to secure these doors. McCoy responded to two complaints frequently heard after the incident on Jan. 23:

- Sirens not heard in some buildings – The sirens were installed primarily to warn pedestrians.
- Text messages not received – In order to receive the emails, phone calls and/or text messages, it is necessary to sign up for AlertNow. Instructions on how to do this has been sent out many times – go to My UVa-Wise web page and choose "AlertNow Registration" in the gray box on the left. This is not mandatory; each person must choose to subscribe.

All ten officers are trained for this kind of emergency and are equipped with vests and M16s. They may begin searching buildings right away and do not need to wait for a SWAT team to arrive. Officers have grand master keys and can search three buildings at one time. It is important that campus officials know where all classes are being held so everyone can be accounted for. Faculty who hold class somewhere other than their assigned classroom must be sure to notify the registrar's office.

Scott Bevins discussed a program called "Smart Evals" for conducting student course evaluations online. Benefits of this program include:

- Faculty can access evaluations through multiple means.
- Evaluations can be completed via texting using any cell phone with texting capability.
- Faculty can write their own questions to upload.
- For team-taught courses, each instructor can view only his/her results.
- Can be administered any time throughout the semester; for example, to survey students who dropped the class.

A one-semester free pilot is available for 100 class sections. Contact Bevins if interested in participating in a pilot.

Huguenin distributed a draft of a Student Key Card/After-Hours Access Agreement. Chairs should review it with their faculty and be prepared to discuss it at the next Council of Chairs meeting.

Announcements:

- Departments need to send their budget wish lists to the provost's office.
- Registration for Summer College begins Feb. 11.
- All students who have not seen their advisor regarding their class schedules will be locked out of the student portal.
- Students who have completed 60 semester hours must declare a major. The Department Chair will assign an advisor.
- Narda Porter will be asked to post instructions in Jenzabar telling students how to find out who is their advisor.