

Council of Chairs  
April 16, 2013

Present: Scott Lawson, Rachel Rose, Neva Bryan, Amelia Harris, Bryan Hoyt, Robin Benke, Rachel Tighe, John Adrian, Alex Edwards, Sandy Huguenin, Tom Costa, Margie Tucker, Jeff Cantrell, Suzanne Adams-Ramsey, Cathie Collins, David Kendall

Scott Lawson discussed a few issues regarding the bookstore.

- He wanted to clarify a question that had arisen regarding their policy on ordering books. A faculty member had questioned if the bookstore ordered fewer books than requested; Scott said they do not. The book in question was not available through the usual vendors. After checking with U.Va. it was determined that our bookstore may purchase books from Barnes & Noble and Amazon. They may not order from a third party through Amazon.
- Fall and Summer book orders will be posted online by July 1, as required by federal law. When book orders are placed early the bookstore has time to search for the best price and pass the savings on to students. They will also ensure that the student has the correct edition needed for class. Sometimes students purchase the wrong book online and cannot return it.
- Asked about the access code for online workbooks, Scott said that sometimes there is a fee for this when rental books are ordered.
- Scott said a bookstore employee would call the instructor as soon as they became aware of a potential problem with a book order.

Rachel Rose and Neva Bryan outlined some of the functions of the Career Services office.

- If a faculty member needs to be away, instead of canceling class they could contact Neva to fill in for them. She will tailor a presentation to the major or the class level.
- SACS requires that the College track placement of alumni; faculty who have this information are asked to share with the office of Career Services. Neva will also work with Alumni Relations to compile a database.
- There will be no Career Fair next year due to lack of participation. Instead, Neva proposes to facilitate more intimate interaction for students with potential employers and graduate schools.
- UVa-Wise Link (on the Career Services web page) will be shut down within the next month. It is not user-friendly and has been utilized very little. Neva will ask employers to send job ads directly to her. She uses Twitter, Facebook and Tumblr to communicate with students and employers.
- Student input will be solicited to create a new marketing plan for Career Services.
- Neva was asked by Margie Tucker to work with Kaplan regarding test preparation courses for standardized tests such as the MCAT, LSAT, GMAT and GRE, and possibly DAT, OAT and PCAT.

Sandy asked if anyone had any suggestions regarding the draft of a revised involuntary withdrawal policy he had shared at an earlier meeting. He will send the document to the Department Chairs for a second review.

According to data provided by the registrar's office, nearly 200 students still do not have a schedule for Fall. An advising day will be held Wednesday, April 24, and faculty will be available from 8 a.m.-5 p.m. to assist students with scheduling. Letters will be mailed to the students' billing addresses.