

Council of Chairs  
Aug. 12, 2014

Present: Sandy Huguenin, Amelia Harris, Donna Henry, Margie Tucker, Tom Costa, Andy Cox, David Kendall, Cathie Collins, Amy Clark, Robin Benke, Bryan Hoyt, Alex Edwards, John Mark Adrian, Suzanne Adams-Ramsey

Absent: Jeff Cantrell

Mr. Huguenin shared that the Academic Affairs goals document is a work-in-progress, and most have been accomplished.

A German instructor has been hired to give Amelia Harris the year off from teaching so she may focus on SACS.

Several departments are making progress toward disciplinary accreditation; in some areas there are many steps and the process can take a few years.

Sixteen students completed the Summer Bridge program. They had to pass both math and English in order to enroll for the fall semester. This program has replaced provisional admission.

The group discussed retention.

- We need to focus on engaging the students so they can succeed. A Noel-Levitz retention consultant told us that students who have four or more risk factors are unlikely to persist. Those are: high school core grade point average, SAT mathematics score, percentage of need met with financial aid, ability of parents to contribute toward the cost, number of days in the applicant pool, and number of self-initiated contacts. If we concentrate on freshmen with two to four of these characteristics we may be able to help.
- We may change the way freshmen are advised, assigning them a faculty advisor sooner. Academic advising in the first year is critical in certain majors, in order to graduate on time.
- Students should be encouraged to declare a major after their third semester.
- Freshman Seminar instructors should be teaching faculty; currently only one-third are faculty.
- Freshman Seminar should have a stronger academic content.
- The chancellor has asked Academic Affairs to examine the freshman seminar program this year and present recommendations.

Four local high school seniors are enrolled in the Early College Academy and are taking physics, chemistry and American history. It is offered as an alternative to dual enrollment courses, with the content being more rigorous.

The National Guard has been subsidizing ROTC, but has begun to scale back on funding. Some faculty have complained about the amount of class time ROTC cadets are missing, often leaving during the last 15 minutes of class. Mr. Huguenin agreed to look into the matter.

Enrollment was low for many Summer College classes. It may take a few years of offering a consistent schedule to see what courses will fill, as students get used to what will be offered.

It was asked if fewer transfer orientations could be held during the summer; every other Tuesday was time-consuming and often only a couple of students showed up to be advised. This will be a topic of discussion at a later meeting; Rusty Necessary and Elizabeth Steele will be invited.

Ms. Harris said assessment reporting must be finished with 30 days. She and Elizabeth Steele are willing to make appointments if they can help. Reports must cover 2011-12, 2012-13 and 2013-14. Our SACS Certificate of Compliance is due March 2, 2015.

The Academic Enrichment Fund has funds available to take students on trips that have an academic content. The limit is \$500 per trip. By mid-August an online application form will be available.

The COPLAC Undergraduate Research Symposium will be April 30 in Asheville. A date has not been set for the symposium co-sponsored with Emory & Henry College. Students who received a stipend from FINS or HAI must present at a conference.

COPLAC will pay stipends for ten faculty mentors to work with students at other institutions. Contact Amelia Harris for details.

Federal legislation has mandated Clery/Title IX training for all students, faculty and staff. Jewell Worley and Kathy Still will provide training at the faculty workshop on Thursday. Makeup sessions will be scheduled for those who are absent.

Mr. Huguenin said a faculty member has asked if the Faculty Senate could examine the tenure and promotion policy. Mr. Huguenin said the Promotion and Tenure Procedure Committee will clarify the policy.

Department Chairs will be evaluated in September, using an instrument developed last year and approved by the Council of Chairs.