

Council of Chairs
April 2, 2013

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

An enrollment day will be held later this month for those students who do not have schedules for the fall. As of today, nearly 400 currently enrolled students do not have a fall schedule, and another 195 students have holds that prevent them from registering. A letter will be mailed to the students' billing address urging them to see their advisor so they may get the classes they need. Darlene Moore will work with the Department Chairs to find a date during which the department will have eight-hour coverage.

Sandy, Amelia and Elizabeth are going through the WEAVE reports to see what may be missing. Contact Elizabeth Steele for assistance in WEAVE.

The offices of Instructional Technology and Institutional Research now report to the Provost. Work will begin to update the College's web page. Mr. Huguenin expressed concern that there is no long-range plan or budget for replacing or repairing equipment. Historically, a large portion of the EFT budget has been used to replace computers. Offices, beginning with IT, will begin making lists of all equipment, when it was purchased, and how long it is expected to last so a replacement plan can be developed. He asked the departments to make lists of any special equipment that cost more than \$2,000. For example, SIM-MAN (used in nursing labs) cost \$25,000 six years ago and was purchased with a grant. There is no fund in place for repair or replacement.

An ad hoc committee has been meeting to discuss online instruction. SACS has implemented new rules regarding online courses.

Alex Edwards announced that the department has purchased a 3-D printer and offered its use to others.