**Council of Chairs Workshop**

**August 11, 2021**

**Budget Management**

* Unbudgeted cannot be spent on new items, it must be spent on what has already been requested.
* You will request through Darlene when you are ready to spend those monies.  We are using nonrecurring funds from salary savings.
* Some items will be addressed by using set aside, specified funds from the foundation
* Please do not go to the Chancellor or Valerie to ask for money. Come to us if there are items that come up that you did not request.
* Trisha will let you know the source of the monies you receive.

**Assessment & WEAVE**

* It doesn't have to be one of the main things in your WEAVE, you need to go to your faculty. The key thing is to show improvement.
* Assessment success: your measures show there is a weakness, your faculty do something to address the weakness, your numbers improve.
* If the action does not work, but you show that you are monitoring it and possibly adjusting it that is probably ok.
* We have to be proactive and not on autopilot.
* Please get your examples to David. He will edit and prepare it for SACS reviewers.
* It is not too soon to think about 2024-2025. It takes 3 years to show trends so it is important to already be thinking about that. It takes time to develop ideas so keep that in mind. What if we realize we've been asking the wrong questions, but after gathering the data we analyze and see that we need to ask different questions and have a different focus.
* First of October should be the deadline for the previous year's WEAVE.
* Planning, budget, assessment should always be thought of together. We are assessing our plan and how we are using our resources for that plan.

**Annual Academic Program Check-Up**

* goals: to assess on a regular basis, your department/program's contribution to the vision, mission and values of the College
* assess the program's current resources and sustainability
* the quality of the program curriculum, faculty and students
* present and project student demand for the program
* The program/department's plan for the following year - This will not be a written report. Sabrina and Trisha will start meeting with Chairs in Sept. Dept. meetings could then be in Oct. and budget cycle conversations could start in Nov. and Dec.
* Goal is to get everyone on the same cycle and to be very planful and purposeful with what we're doing.
* There will be a program review that will be a written report (we will provide a template for that).
* The rubric for the program checkup is a planning tool, not a reporting too.  Rubric is divided into Recruitment Efforts, Success of Students (retention efforts), Program Quality and Curriculum, Resource Utilization (Cost, Revenue and Efficiency), Alignment and Distinctiveness
* Recruitment and retention suggestion (majors fair for sophomores)
* As you look at your curriculum, remember every department is going to have to teach writing instructions and linear thinking skills because these incoming students have been through the Covid difficulties.
* What skills do we want our students to have? We need to be mindful about that. We need to have more interdisciplinary partnerships.
* We will look at overall programs, but you can segment in ways that make sense.
* The department needs to be part of this and it should be collective decisions.
* We will have a meeting where everyone can talk and share what we all are doing and what we have/need.

**Hiring:**

* 3 positions in chemistry
* 1 position in SWE
* 2 positions in social science
* a chair for business
* nursing positions will be funded from outside our budget
* need to fill Jennifer Holm's position
* Education does not have any open positions, but their department is overrun with students
* VPAR has been asking for studio art positions
* What are the numbers telling us?
  + How do we balance needs of our liberal arts core against needs of different majors and minors we have?
  + How do we balance impact on other programs when we do not fill open lines?
  + How do we shift resources from one area to another?
  + What are we going to do about our grant funded positions? ex: entrepreneurship position
  + Does it make sense for us to align our faculty categories with UVA?
  + How do we establish central goals?
  + What is our ideal class size goal?
  + Where are the collaborations?
  + If we want to grow these majors -- where are the jobs? Many of our students don't want to leave our area.
  + We can't engage students appropriately if we can't have the faculty we need.
* We will look over hiring proposals together.
* We need more chances to talk to parents to make our case. Rachel made the case for Upward Bound and Governor's School help make great connections. We need to find a way to get back to making those connections.
  + Must remember the audience we're targeting and figuring out how to tap into the grassroots side.
  + Trisha reminded that those were in place, but we still had declining enrollments. Where is the sweet spot in terms of how we are allocating our resources?
* Have to find the balance between importance of numbers and our values of encouraging growth for leadership, etc.
* Must sell our ROI

**Course Scheduling**

* We must be planful according to the data about why certain classes are still being scheduled
* We as chairs should think institutionally, but act departmentally

**Liberal Arts Core**

* Cornerstone - leadership and citizenship
* As of right now the core is more like a checklist
* Revitalization of the core is necessary
* Goals:
* Less hours
* Increase flexibility across curriculum
* Increase voluntary participation from all departments
* A lot of compromise to bring it all together
* General structure
  + a freshman experience
  + health & wellness policy
  + Wise CONNECTS (citizenship piece)
  + Skills (robust math and writing; scientific literacy)
  + 47 total hours
* Creates possibility for more interdisciplinary
* More time for internships and career preparation
* Easier to do guided pathways
* Diversity, equity and inclusion
* Goal of getting proposal to APC by Oct. 15 then going to faculty senate hopefully by January
* Would love to get it going in Fall 2022
* Committee wants to listen to faculty - needs to be a faculty led initiative
* We may be covering the student learning outcomes, but we haven't sat down to make sure they align with the core
* This core has a checklist portion, but we are offering students with significantly more options

**Experiential Learning Hub**

* In the fall and spring last year we had 5 faculty doing service learning who received ACE certification
* This fall we have 13
* ACE: course objective specific to academic community engagement; specific number of hours (3 hour course - 9 hour commitment); discuss importance of community engagement; has to be a reflection piece
* Partnering the college with the community
* Beyond Wise - experiential learning
* What does experiential learning look like in each department?
* If students participate in experiential learning, they are more likely to get jobs after college, to stick around and make better grades
* We want all students to come to a place and see all opportunities, submit an application and it's equitable (and hopefully we can provide monies, resources for them)
* Experiential learning and community engagement can be very different in some departments (i.e. Natural Sciences)
* Math could be harder (but maybe consider internships, tutoring, etc.)
* All COMM students have to take practicum; elective for internship courses
* Soc Sci have internships, but they do not have enough faculty to offer it every semester
* Bus & Econ - capstone, right now is computer simulation.
* Options for interdisciplinary partnerships
* EDU sometimes struggles with matching up internships
* Training can be difficult, we want to train our mentors
* Partnerships with the schools can be complex and touchy
* HIS/PHI - Public History has a required internship. Issues with placing and Covid challenges.
* Suggested to add domestic trips to experiential learning/on site study

**Career Discovery**

* Dept. of 2 – Neva Bryan and Kayla Baker
* Handshake specifically looks for UVA students, includes research opportunities as well. Can track internships through it.
* PathwayU - includes 4 assessments. Based on assessments it will tell them how similar they are to someone in that occupation. Tells them the outlook for occupations and median pay. Can also link them to majors as well. Section to help them create resumes and has self-reflection activities
* VMock - helps students practice video interviews and they get feedback
* People Grove - an alumni mentor technology
* Piloting a mentor program with our alumni and students
* Instituted a professional mentor program (global mentorship initiative). Broken down to 14 weeks with its own curriculum
* Hoping to incorporate some of these things into freshman seminar
* First destination survey - starts on senior salute and follow up with digital surveys and look through online platforms, alumni assoc. helps and faculty as well (for those who haven't down the survey)
  + Consider efficiencies - it needs to be centralized with one point of contact
* Smiddy's Closet: needs slender men's clothes; more shoes; need people to help sort clothes
* Short videos with a rep from each department talking about specific things your students are learning/doing that an employer might be interested in
* Wise and Ready - funding through SCHEV to create a taskforce charged with creating high quality internships. Ideally would love for any and every student to be able to get a paid internship if they want.
* Wise Works - technology based; 50/50 split between employer and grant funding
* Wise Minds - envision groups of students from different disciplines working together on a technology project. Currently have 3 employers right now.

**Academic Standing Proposal**

* Will focus on intervention and rehabilitation
* Replace cumulative GPA measure
* Reevaluate how we assign students in the system
* Advisors will receive notification (and Mike) when student goes to different tiers (warning, probation, etc.)
* Student, advisor will work with Mike to create a formal action plan of how to improve and come off probation
* In this system, they have 3 semesters before they get suspended
* More of an active role for faculty in this plan
* Same probation rules (student cannot run for office, etc.)
* What can we do proactively? Concepts need to be added to Mike's framework
* Training for advisors would be helpful
* Find manageable faculty to advisee ratios and try to normalize them
* Automated set up for advisors to be notified is critical
* What happens when juniors and seniors begin to struggle and end up in these circumstances?
  + We can help throw more resources for them if we can begin clearing up the first and second year students.
* Andy suggests bumping up actions to warning period so it has a true intervention piece with it
  + Could we move the course they take up to the warning instead of probation?
* Learning contract for students - with benchmarks, goals, timelines
* Suggested to add specific target dates/timelines

**Nuts and Bolts**

* SACSCOC - no longer want us to sample
* Overload and Adjuncts - we still have a lot of work to do on this, but it's a bit late this semester. Overall we are still doing much better.
* Instructional Technology - Rachel Hulme will be with us 3 days a week (with very strict boundaries set by Apple) and Alex Reynolds will do instructional technology
* Support for Faculty Travel - Monies have to be spent fair and equitable. Have a tiered system. Apply for it in a very standardized way.
  + Call for proposals, not necessarily semester specific (with a form), call mid-fall for spring, another call mid-spring for summer.
  + Startup funds are outside of this proposal. We do not have a pool of money for it, but it is on Trisha's radar. \*will need to be included in the budget next year\*
  + Could we dip into salary savings to get new faculty set up? We need standard package and timeline for new faculty.
* Committee Assignments - Trisha wants to put a survey out to gauge interest in faculty committees (everyone will rank their top 3). Needs to include a space for faculty to include a list of what committees they are already on
* Faculty Workload and Evaluations - looking at models and systems that other schools are using and easily adaptable for us
* Annual Chair Evaluations - upcoming year we will seek input from your departments and others you work with
* Health and Safety - 84% of faculty are vaccinated; 74-75% of staff are vaccinated; it looks like around 50% of our students are vaccinated. We are pushing to increase vaccinations.
  + This summer, Trisha, Narda, Tina, J.C. and Travis looked at every classroom. They considered the fire code and made a determination as to whether or not that crowded classrooms.
  + For each room, they worked on an arrangement with desks to get them about 3ft apart. Let's think about this as an indoor large gathering issue and think about every circumstance (focus on first 3 weeks).
  + Do we consider offering hyflex? -- Up to faculty member; not a student decision. This does not allow teleworking. Evaluate where we are on Sept. 3. Keeping shields up and masking.

We need to get a regular meeting on the calendar -- Kasi will send out a doodle poll. It won't be weekly. As a group meet monthly, but individually Trisha wants to meet monthly as well.