**Council of Chairs**

**October 4, 2021**

**Present:**

Trisha, Sabrina, Scott, Narda, Alex, John, Tom, Ben, Kristina, Nancy, Craig, Mike, Mark, Robin, Jeff, Rachel, Narda

**Onboarding ideas for majors/Narda**

BEING WISE

1. Zero-based course that sits on each students record each term (can do a shell course on Moodle)
2. Welcome to the Major Session or Social Event
3. Senior Mentors for new Majors
4. Good Bags/Packets for Newbies

YOU are WISE

1. Regularly scheduled Q&A or Planning Meetings
2. One Social Event Middle of Term for all majors for Nurturing
3. Moodle Open Course with different department moderators each term

BEYOND WISE

1. Move to new Moodle shell or Facebook (or other) group to “stay in touch”
2. Senior Send-off Social Event for off boarding grads, all majors attend
3. Goodie Bags/Packets

Ideally, you would want to run this course through every term. If a student changes majors, they would be removed from the course as they declare a different major.

**Transfer Virginia/Narda**

* Testing site is up. Site will go live in November.
* We have until Oct. 11 to verify what we want in the system.
* Goals:
* Gateway barriers
* Mobility and Timeliness
* Degree Attainment
* Credit Efficiency
* As a whole, these students are ready and want to be told they can do this. They want an easy process
* Still working on credentialing of teachers/faculty for quality control of dual enrollment

**Tech Liaisons/Alex**

* Please suggest someone from your department to be a liaison to collaborate with Alex for instructional technology needs
* We need to keep track of what people are doing and be able to share that information to learn from each other
* Share needs and/or concerns
* Alex will follow up with you in about a week, but there is no firm timeline on this
* Apple Distinguished School
  + Celebration on Oct. 13
  + Application process where we had to demonstrate our innovation for the last 2 years
  + Distinction is good for 3 years then we reapply every year
  + We get a network of other Apple distinguished schools
  + We need to gather all names of Apple teachers (who is credentialed?) to receive an official certificate from them
  + Very few of these schools in higher ed

**Course Scheduling Guidelines/Trisha**

* Once we get the schedule submitted, Trisha will be able to pull a report to give Darlene so she can start building the payment schedule
* Trisha met with Kendall and Erik this morning about being intentional with scheduling when considering student athletes.
  + How sacred is the 1:00 Convocation hour? Could that be moved to another hour?
    - There is an academic calendar task force that will consider this. Need to consider weekly scheduling as well
  + Consider scheduling multiple sections (3-6pm is key time for practices)
  + They are using the 6-8 a.m. time block, but some teams are unable to practice at

that time for reasons outside their control

* + Consider shifting time slot (night class from 5-7:45 shift to 6-8:45 if possible)
* Trisha will reach out to the final 3 chairs she hasn’t talked to for schedule verification. Narda will share with everyone once she compiles the information.

**Faculty Workload Study/Mark**

* Handbooks says at least half the work of faculty is in the classroom. The rest is divided between service and scholarship.
* Inequities in workload exist
* Must consider number of students, class requirements and intensiveness
* Inequities in the area of service
* We now have 25 instructors who are not tenure track and do not have the scholarship requirement
* Main areas for consideration:
  + Equity broadly considered
  + Better transparency
  + Clarity and definitions
  + Flexibility
* Mark is considering a task force
* Nancy asked how this will play into evaluations - Mark answered that it will, but we will have to figure that out
* The handbook really needs to be updated

**Online Courses/Sabrina and Alex**

* Sabrina and subcommittee is giving provisional acceptance of online courses for the spring. Future goal is that once approved, the course will not have to go through acceptance process again.
* Looked at
  + syllabus
  + Student evaluations
  + Moodle pages
* Made a few suggestions for some courses
* Alex will send an email to each instructor and chair of any recommendations/suggestions
* Adaptable policy may be applied for summer courses

**Academic Standards Policy/Mike**

* He has developed a few working models and has submitted those to Scott for simulations
* Mike has also worked with athletics to gain a better idea of the scope for the student base
* Once we have gathered all the data, we can strategize on process and interventions
* Must figure out how to balance new methods of advising and intervention with faculty workloads

**Advising Training/Mike**

* Developing a program that would focus on providing training for faculty advisors
  + Looking at best practices
  + Peer mentorship
  + Round table or panel discussions
* High level workshops through CEEI with Emily Dotson

**Transfer Success/Mike**

* Currently researching
* Information suggests more of a transitional issue than an academic issue

**Strategic Plan/Trisha**

* BOV was highly complementary of the strategic plan. Affirmed we’re doing great work here.

**Update on Hiring/Trisha**

* Chancellor was supportive of our recommendations, but we had to do more work on budget analysis. Trisha and Heather met last week and completed that process.
* A more intentional hiring process is being discussed.
* Execution of policy and standard operating procedures for consistency. Mark and Trisha will meet with search committees.

**ETF/Trisha**

* We were able to get most requests in
* We included money for new computers for our new faculty
* It will now to go Richmond and they will tell us what they’ll fund. We won’t hear back until January.
* Anything that is not being funded through ETF — Trisha is still looking at the salary savings monies as a possibility to address additional needs
* Consider life expectancy as best as possible to get ahead of equipment replacement
* Would love to have a true inventory system for a technology replacement plan
* Alex hopes to help build a technology classroom budget to replace equipment
* Standardization in classrooms is also one of her goals
* We need a budget for classroom improvements

**Individual and Department Meetings/Trisha**

* Darlene is reaching out to everyone to schedule a regular monthly meeting with Trisha
* If you want to meet with the department instead of just you, let Trisha know
* As part of the annual checkup process we need to schedule department meetings

**Library/Trisha**

* Met with Dean of the Library at UVA. He mentioned us using their cataloging system.
* Ways we can more fully benefit from resources at UVA libraries. He wants all our faculty and students to have full access to everything they have.
* Chip is putting together a report
* Trisha will meet with the library staff on Wednesday
* Chip is going to start serving alongside Trisha in the interim director role