Council of Chairs

September 10, 2019

Present: Sandy Huguenin, Amelia Harris, Robin Benke, Amy Clark, Tom Costa, John Cull, Jacob Somervell, Andy Cox, Robin Woodard, Bryan Hoyt, Scott Bevins, Cathie Collins

1. Updates from Campus Writing Assessment – Emily Dotson
2. Scores from 2017-2018 campus wide writing assessment: We are up 10% college wide.
3. Rubric scores were passed around.
4. When people participate in Wise Writes, they are used as feeder papers for samples and training.
5. Every paper is reviewed 3 times.
6. Writing is getting better.
7. Emily will follow up to set a date to meet with each department in the next week.
8. Please keep sending assessment samples — but no later than June 1. They need to be ungraded, at least 3 pages long and have seen some form of revision.
9. Upcoming Events
10. Step Into the Circle: Writers in Modern Appalachia. Sept. 17 @ 6pm in the Chapel -- panel of writers and photographers coming to campus to discuss their definitions of Modern Appalachia. Gallery to follow.
11. Teaching Night Oct. 10 from 3-5pm at the Inn at Wise – workshop to review good teaching practices, bring together regarded professors from campus for a panel (Marla Weitzman, Bruce Cahoon, Teena Fast, Madelynn Shell, Peter Ryan). Heavy hors’ devours and wine will be served. Please send Emily 2 people from your department that plan to attend, adjuncts are welcome. Turn those names in by this Friday if possible. If not by next Friday (9/20).
12. Writing Night Nov. 6 from 3-5pm in the Rhododendron Room. Students welcome. Will have refreshments, Veronica Rodriguez, Christa Moore, Wally Smith, Anthony Cashio will present.
13. Updates from Dean Harris
14. UVA belongs to National Center for Faculty Development. Amelia will send a link out. Faculty can click the link and register under UVA.
15. Oral communication rubrics from last spring need to be submitted.
16. Updates from Provost Huguenin
17. iPad issue: Some problems have been voiced because students haven’t been able to use their iPad for open note or open book tests, when their books or notes may be on their iPad. Chairs talk to your faculty about solutions. This will be tabled until the next meeting.
18. Zero based budgeting
19. Not something we will do every year, but is a budget correction where we justify our expenses with the exception of full time personnel. Wages, special payroll, temps, work study and OTPS would be included.
20. Due Nov. 25. Internal deadline: Nov. 18
21. It may be helpful to inventory equipment. We are talking about creating a template. We will need an estimate of how much it would take to be replaced and an expected lifespan. The goal would be to get an annual central budget for equipment replacement so we can budget that collectively and centralize the use. Need to set a replacement schedule for equipment too. Service contracts and software, budget at department level and need to go in those budget requests.
22. Need to get a list of academic equipment. Count it no matter where it’s paid from.
23. Scott will pull all ETF spreadsheets and send out to chairs by departments.
24. Survey mandatory accreditation costs and make a budget to cover those costs and should be coming out of a central budget.
25. Narda & IT can inventory classrooms. Those needs should be covered from a central budget.