

Council of Chairs  
Feb. 23, 2016

Present: Tom Costa, Amelia Harris, Sandy Huguenin, Robin Benke, Jeff Cantrell, Bryan Hoyt, Rachel Tighe, Jacob Somervell, Cathie Collins, Frank Frey, Michael McNulty, John Mark Adrian

Absent: Margie Tucker

Mr. Huguenin said he and Ms. Harris plan to meet soon with the Freshman Seminar instructors.

He reminded the group about the College's new firewall and the state policy forbidding the viewing of sexually explicit material using state-owned computers. Exceptions are made for legitimate teaching needs.

Asked why Commencement is now held a week earlier, Mr. Huguenin replied several factors influenced the decision, such as attendance (many faculty and most students left campus following their exams); the cost of housing and feeding students during the week between exams and Commencement; and the extra time needed for the registrar's office to verify degrees earned.

Regarding the academic calendar, Mr. Huguenin said every attempt is made to be consistent from year-to-year, such as scheduling breaks during the same week every year. Outside factors also play a role; for example, the races at Bristol Motor Speedway make it nearly impossible for parents to find lodging for move-in day.

Ms. Harris said that a few faculty had inquired about the online form to declare a minor. Apparently the form was lost during the latest Jenzabar update and should be back online in a few days. She will send out the link to faculty. This form is accessible to all faculty, not just the Department Chairs. When submitted, the declaration of minor form goes to the Department Chair who will assign an advisor.

It was noted that the advisee distribution list in Jenzabar is not updated and could include students from years past.

Tom Costa said three candidates for the QEP writing director's position will visit campus. Since teaching writing workshops to faculty is a key component of the position, each candidate will give mock workshops. The first one will be at 1 p.m. Monday, Feb. 29, location TBA. The mock workshop will last about an hour and seating is limited. Department Chairs will let Mr. Costa know who will attend to represent their department. The second mock workshop will be at 2 p.m. on Thursday, March 3, and the final one the week following spring break.

Rachel Tighe asked if it would be possible to place a header on the online course evaluations so students could easily see which course they are evaluating. It would help if the course title and name of the instructor could be added to each page. Faculty reported that students have been confused about which course they were evaluating. Mr. Huguenin will look into it.