

Council of Chairs  
Nov. 19, 2013

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

Absent: John Adrian

Mr. Huguenin said the budget process will be institution-wide and requests will be reviewed by Senior Staff. Last year's budget reports will be provided to assist Department Chairs in preparing their submissions, due when school resumes in January. It was noted there is no line item for undergraduate research; this needs to be added to the budget.

Department Chairs who are behind in WEAVE may receive one-on-one assistance to complete the reports.

A new program review template and schedule will be given to the departments. Scott Bevins can provide data such as faculty course loads, student-to-faculty ratios and number of independent studies taught. He will meet with Jeff Cantrell, Cathie Collins and Alex Edwards to determine the data needed; this form will be reviewed by the other Department Chairs.

The faculty who participated in the pilot of online course evaluations all said it went well and they prefer that method to paper evaluations. One major benefit is that department-specific questions can be added to the online evaluations. A few faculty prefer paper evaluations and will be given that choice.