

Council of Chairs
Nov. 3, 2015

Present: Narda Porter, Amelia Harris, Sandy Huguenin, Tom Costa, Robin Benke, Bryan Hoyt, Margie Tucker, Priscilla Brame, Cathie Collins, Michael McNulty, Jacob Somervell, Rachel Tighe, David Klocek, Frank Frey

Absent: Jeff Cantrell

Narda Porter distributed a handout showing Fall 2015 courses taught by block, overall and by department. Many courses are taught “offblock” meaning they are offered at times outside the standard schedule. An example would be a MWF class that is taught for longer than 50 minutes on Monday and Wednesday and does not meet on Friday. This shows the classroom as occupied for two blocks MWF when it is in fact not used on Friday. Some departments offer half of their classes offblock; this skews our classroom utilization reports. The majority of classes are taught in blocks 3-5 and 13-16. This also affects classroom utilization reports, and makes it difficult for students to build a schedule when many classes are offered at the same times. Faculty are encouraged to spread classes throughout the day.

The final exam schedule may be found on the registrar’s web page at <http://www.uvawise.edu/wp-content/uploads/2015/08/FALL-2015-EXAM-SCHEDULE.pdf>

Ms. Porter said that Janie Hamilton will take a weekly snapshot of the Fall 2016 schedule to see how it evolves from the first draft to the final schedule.

Mr. Huguenin discussed Summer College. Federal financial aid has changed recently; Pell Grant funds may now be used two out of three semesters. If students use Pell during the summer they must choose to use it for either fall or spring but not both. This change has hurt summer enrollments nationwide. Courses with low enrollment (fewer than seven students) need to be cut. A policy will be developed for summer internships so the requirements are consistent. Summer College schedules should be completed by the end of November.

Mr. Huguenin sent budget worksheets to the Department Chairs earlier in the week; they are due the first week of December. He encouraged departments to give careful thought to their needs and to prioritize their requests.

Ms. Harris asked everyone to remind faculty that student learning outcomes should be included on all course syllabi; three to four outcomes would be sufficient.

Mr. Somervell said that several faculty had expressed concern that athletes had practice scheduled during exam week, or missed an exam or class because they were required to lift weights and other activities. Tom Costa, Faculty Athletic Representative, replied that no athletic activity is scheduled during exam week, except for the occasional tournament. Faculty who have these concerns should report details to Mr. Costa who will speak with the appropriate athletic personnel.