

Council of Chairs
Sept. 15, 2015

Present: Robin Benke, Bryan Hoyt, Tom Costa, Cathie Collins, Andy Cox, Jacob Somervell, Michael McNulty, Margie Tucker, Rachel Tighe, Frank Frey, Amelia Harris, Sandy Huguenin

Absent: Jeff Cantrell

Ms. Harris distributed copies of the QEP. She said the College's focus report was mailed to SACS last Tuesday. The report included evidence for recommendations received after the initial report; the on-site team will most likely look at these items when they visit in October. There are approximately 18 standards they are required to check in person, even though we were found to be in compliance.

Mr. Huguenin said the on-site team will verify that Department Chairs and Program Coordinators are qualified to oversee programs for which they make curricular decisions and conduct assessment.

Peter Seldin and Beth Miller will conduct a teaching portfolio workshop during Fall Break. The workshop will last Monday through Thursday and includes a \$500 stipend. There are two slots open; contact Darlene Moore if interested.

Ms. Harris handed out the Summer College recurring schedule and asked the departments to review it. She also asked them to look at enrollment in the classes. The schedule should be available for distribution in October.

A few department chairs expressed concern that expenses incurred late in the year are being deferred to the next fiscal year. Mr. Huguenin said that faculty going to conference should have the department's secretary use the purchasing card to pay for airfare and conference registration; that would help to ensure the charges come from the current year.

Ms. Harris said there is \$30,000 available for student travel to research conferences.

- NCUR conference is April 8-9 in Asheville, NC
- Undergraduate Research Symposium with Emory & Henry is April 15 on our campus
- COPLAC conference is April 22-23 at Georgia College and State University

Ms. Tucker said student research presentations will begin in October; unless otherwise announced they will be at 1 p.m. in the science lecture hall (122). Send names to her of students who would like to present. The first one will feature Caleb Fast and Nathan McGlone on Oct. 21.

Mr. Cox said applications to the Teacher Education Program will soon be completed online. Faculty will receive recommendation forms via email; if you do not wish to provide a recommendation you may reject it. The applicant will receive an email saying only that the recommendation was completed or not. Mr. Cox noted that a recommendation from the Department Chair housing the applicant's major is required for admission to the TEP.