

Meeting Date	September 7, 2017	Time	9:00-11:00
Meeting Location	BSSB 508		

In attendance: Jeff Borgeld, Rich Boone, Beth Eschenbach, David Greene, Micaela Gunther, Mark Hemphill Haley, Steve Martin, Bori Mazzag, Bruce O’Gara, Brian Tissot, Julie Tucker, Darren Ward, Rick Zechman.

Guests: Julia Alderson, Kim Vincent Layton, Ruby Joy, and Loren Collins.

	Agenda Topic	Comments/Discussion	Action/Outcome
1	Announcements	<ul style="list-style-type: none"> • Sept 8: Rethinking Inclusive Teaching discussion with Linda Adler-Kassner, 3 pm, Library Fishbowl. Sign up here. • Sept 11: Interfolio training, 11 am-12 noon, Gist Hall, 211C. Sign up here. • Sept 12: Mark your calendar for the 70th Harry S. Kieval Lecture, September 12, 7:30 pm in FH 118. We hope you’ll join us for this special event. • Sept 14: Graduate and Professional School Fair, 10 am-2 pm, UC Quad. • Sept 18: ICC priority deadline for curriculum proposals. Rick asked that you get it to our office by Sept. 11 for a preliminary review. • Sept 25: Benefits Fair, 9:00-11 a.m. in Goodwin Forum. • Sept 29: Staff Recognition Award nominations due by 12 noon. A great opportunity to recognize your outstanding staff member. Nomination procedures can be found here. <p>Informational Items:</p> <ul style="list-style-type: none"> • Rich referenced a pilot program to discuss training for instructors for courses with high fail (DFW) rates. Roughly 20-25 courses per college have been identified, 60-75 University-wide. The training (3 total) is not required, and will be offered by invitation only. Many faculty have indicated they need training to assess situations earlier. A full rollout is expected spring term. • Brian Mislter to attend future CoC meeting to talk about Wellness Ambassador training. 	

		<ul style="list-style-type: none"> • Book ordering issues (lost orders, poor communication) appear to be ongoing. Please forward email to compile book ordering issues to Rich Boone. • Dean’s Office ASCII and budget analyst staff searches are ongoing. 	
2	Julia Alderson and Kim Vincent Layton	<p>Julia Alderson and Kim Vincent Layton attended today’s meeting to discuss the newly formed Center for Teaching and Learning (CTL) to be located in the University Library, 3rd floor. A search for a permanent director search is underway with an anticipated start date in spring 2018. Phase 1 of the CTL will focus on faculty development (gi2025, gaps, bottlenecks, immediate priorities), long term will be more inclusive in terms of staff and administration. Julie and Kim would like to meet with departments to identify needs, what is working well and what they need assistance with—a shared knowledge approach to create a culture and value of teaching. Assessing results, follow-ups and additional workshops will be part of integration. Faculty are encouraged to share teaching tips, an amazing assignment, conference happening that could be shared broadly to create a shared knowledge environment/space. Discussion ensued. Suggested training topics include: class management skills, identifying students of concern early and appropriate reporting, assistance for first-year instructors, reading recommendations, supplementary instruction strategies, non-discipline specific scientific teaching strategy, Canvas training, increased lecturer involvement, recognition events and community building and assessments to determine which teaching strategies are most effective.</p>	
3	Loren Collins and Ruby Joy	<p>STEM vista program representative Ruby Joy and ACAC team member Loren Collins attended today’s meeting to share information regarding a new ACAC program designed to build programming resources for the colleges. ACAC offers a wide array of services including students advising, career advising, and assistance with community based projects (local schools and businesses, organizations). In an effort to enhance participation in campus and community based projects, ACAC is working to assemble a committee to create, facilitate and promote community partnerships and improve communication pathways. A letter will be distributed to encourage faculty participation and gather, share department happenings. Chairs explained that some departments are involved in community outreach already, but it would be helpful to take inventory across the college of current projects by department to determine what is working well and what could be improved upon.</p>	

4	Excess Enrollment	<p>Rich Boone stated that a permanent increase in our base budget will be requested but the college must continue to work together to reduce fiscal spending. The University has an enrollment policy that's not been applied to the college in a long time; consequently, there is wide variability in its application, no equity. If the college enforces option D of the policy with the exception of limiting the enrollment at 72 (as referenced in the CNRS Handbook), the savings equates to 60 WTUs in savings, equal to four tenure-track positions. With this policy change, the college hopes to experience significant cost savings. Additional discussion with all present continued. The college office will continue to work with departments to determine guidelines and to apply the policy and meet the needs of all students.</p>	
5	Next Department Chairs meeting	September 21, 2017	