

**Academic Chairpersons' Meeting
Minutes
January 27, 2009**

The meeting was called to order at 10:00 a.m.

Opening Announcements

1. Dr. Singler – Reminder of the Darwin Forum.
2. Dr. Horvath – Reminder of the Mehaffy visit.
3. Dr. Bowers – Reminder to notify her of sites where 50 percent of any program or any portion of degree-completion program is offered. She must seek permission from the HLC before the site is active.
4. Dr. Crist – Reminder of in-class observation training for chairs.

Student Evaluation of Teaching – Teri Riley

1. Announced that Linda Moore is coordinating.
2. Please check the list of classes and delete courses that do not meet criteria.
3. Pencils will not be included in individual packets; box of pencils will be sent to each department.
4. Reminder for each department to review their governance document and forward to Dean.

Revision of Curriculum Sheets – Cheryl Bosley

1. Requirements of Departmental Advisement Sheets were discussed.
2. See attachment of “Advisement Sheets Requirements”.

HLC Assessment Academy Team Presentation – Sharon Stringer and Julia Gergits

1. The team presented a summary of their November HLC visits in Lisle, Illinois.
2. See attachment of “Team Presentation”.

YSU Budget Presentation – Tom Maraffa

1. Awaiting the Governor’s State of the State Address regarding Higher Education Budget.
2. Announced that there is a 3.5 million dollar challenge for Fiscal Year 09. Discussed options to deal with budget gap: (a) reserve funds, (b) reduce expenditures, c) review of open faculty positions.
3. Fiscal Year 2010-2011 budget is being developed, doing preliminary planning based on past scenarios.

4. Outlook is not promising, thus expecting expenditure deficits.
5. Options will be reviewed to deal with deficits.

Discussion of *Banner* – Janice Elias and Marilyn Ward

1. Reported that progress is quite good; glitches will be worked out.
2. Areas that need improvement are submission of schedules, and advising-registration process and availability of report generated.
3. “Table” discussions were held and each table reported on issues that needed to be dealt with.

Revision of Chair’s Evaluation of Faculty Form – Shearle Furnish

1. Announced that a study group was formed to study merit pay and Distinguished Professor Awards.
2. Asked for input regarding evaluation of faculty.

Final Comments – Dr. Khawaja

1. Announced that ETS, part-time faculty, and overload expenses are beyond the budgeted amount for this year.
2. Summer school offerings may need to be reduced.
3. Announced that discretion will be used to deal with budget shortfall.