

Academic Chairpersons' Meeting

Minutes

March 3, 2009

The meeting was called to order at 10:03 AM.

During the 10:00 hour, open discussion was held about issues related to the daily activities of an academic chairperson at YSU. Issues discussed included:

- Chairs evaluation of faculty
- The Office of Human Resources
- Graduate Studies and Research
- Chairs reporting process

During the 11:00 hour the following presentations took place.

Transfer Course and Transfer GER Equates – Cheryl Bosley, Coordinator of Academic Advising

New transfer equate forms will be sent to chairs via e-mail. Completed forms should be sent to Sharon Mika for 1 - 2 course equates. For large numbers of equate requests, send directly to Marie Cullen.

Spring Workload Documents - Marilyn Ward, Assistant to the Provost

Please complete the documents and return them to Marilyn. Marilyn will send a key for codes related to the workload document.

Summer School – Marilyn Ward

Have faculty teaching summer school fill out the teaching for reduced workload forms available on the Office of the Provost Web Site.

Program Assessment Reports – Sharon Stringer, Director of Assessment

Only 56% of the reports have been handed in.
The overall quality of the reports varies.
More work is needed in this area.
Work is underway to develop departmental and college assessment committees.

General Education Report – Julia Gergits, Coordinator of General Education

General Education Focus Groups will be running through March.
An e-portfolio pilot study is currently running on campus.

Course based assessment will not take place next year.
There will be a reevaluation of General Education.
An ad hoc committee will be formed to develop a more streamlined reporting process campus-wide.

Comments from the Provost – Ikram Khawaja, Provost

We all must work together in the assessment process. The Higher Learning Commission looks at the entire university. Engagement is an important element. We need to collect data that can give us a complete picture of the engaged-learning activities that take place across YSU—perhaps through annual reporting.

The new Chief Human Resources Officer will be in place next week to deal with negotiations and help organize the office.