**CHAIRS MEETING**

**April 29, 2022**

**In attendance:** Dean Jeff Allen, Assistant Dean Sara Michaliszyn, Dr. Nancy Wagner, Dr. Dana Davis, Ms. Mary Yacovone, Mr. Kevin Bukowski, LTC. Adrien Humphries, Dr. John Hazy, Dr. Nancy Landgraff, Ms. Angie Cameron

**Minutes:** Minutes of the April 1, 2022, meeting were read.

**Result/Action**: Minutes approved

**ROTC Graduating Cadets**

Discussion: Dean Allen congratulated Kevin Bukowski and LTC. Adrien Humphries on the incredible breakfast honoring the graduating cadets.

**Result/Action:** LTC. Adrien Humphries congratulated Kevin Bukowski who put together the breakfast and was grateful for the continued support of the community and administration.

**Graduate Applications**

Discussion: Changes need to be made to Recruit, web sites and the graduate college application process. There is a feeling that we are losing students due to the application process because it isn’t easily accessed and not obvious.

**Result/Action:** A meeting of Chairs and those involved in the graduate applications process will be held to discuss the specific issues so that they could be presented to the Grad College.

**Alumni Banquet**

Discussion: The Alumni Banquet will be held October 7, 2022, at the Embassy.

**Result/Action**: Chairs need to start thinking about whom to honor. Dean Allen will make sure all the past awards were sent to the recipients.

**Virtual Assistants**

Discussion: Virtual Assistants (VA’s) will be used more in upcoming semesters. Depending on the size of the class, faculty will get workload for one class plus a stipend no matter how many sections are stacked

**Result/Action**: Work with Jessica Chill, Director of Cyberlearning, when designing your stack of courses.

**Curricular Efficiency**

Discussion: Curricular rotations are due by May 15, 2022. Discussion occurred to continue to evaluate the effectiveness of prerequisites within your program because the University is still reporting many courses with prerequisites.

**Result/Action**: Please continue to re-evaluate the true purpose of your prerequisites.

**ROTC Grades**

Discussion: ROTC has a unique dilemma at the end of every semester with the input of faculty turning in grades by Friday before graduation. Cadets must have their degree and take the oath of office, which is done on graduation day. Without a grade, the cadet is in legal limbo.

**Result/Action**: Mr. Bukowski will send out a list of the students affected to all chairs. Please ask all faculty with senior cadets to have grades turned in before the actual graduation day.

Discussion: Dr. Jeanine Mincher, Dr. Zara Rowlands and Ms. Pam Sweeney will be moved to the 1st floor of Cushwa. Dr. Taci Turel will move to Room 3524. Ms. Phyllis Johnson will move to Room 3116. Dr. Farhana Mueez will move to Room 2437.

**Result/Action**: Moves will be made this summer.

**Program Directors**

Discussion: Associate Provost of Academic Administration, Dr. Jennifer Pintar, shared the excel spreadsheet that Dr. Sara Michaliszyn created of job duties for program directors. Discussion centered on the fact that BCHHS departments are very different from many others.

**Result/Action**: Chairs are asked to review the document a second time to assure all duties are captured properly for each of their program director. The document will be shared with the University committee that is reviewing program director workload.

Meeting adjourned.

Respectfully submitted,

Jenifer A. Miller

May 9, 2020