**Chairs’ Meeting**

**December 3, 2021**

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

**Welcome**: Jim Yukech, AVP and CIO; Jeff Wormley, IT Customer Services; Mike Hrishenko, Director IT Services

**Minutes**: Minutes of October 8, 2021, meeting were read.

**Result/Action:** Minutes approved.

**IT Updates**

Discussion: IT is looking for feedback to decide to place one or two cameras in classrooms and which classrooms would benefit most from these upgrades. One camera will focus on the instructor and the other on the student speaking so those who attend virtually would have the feeling of being more involved. Audio was addressed and noted that having microphones on the ceilings will greatly improve the sound.

**Result/Action**: Mr. Yukech has prepared a spreadsheet that needs to be filled out by mid-December to give IT the rooms that will use the technology most effectively.

**Retention Efforts**

Discussion: Because we track retention in the accredited programs an end of the year report would have information necessary but the information such as who is failing and who withdrew is needed in real time to intervene quickly. Most of the students who get failing grades are in gen eds and not in their major classes.

**Result/Action**: Dr. Michaliszyn will take these concerns to the Associate Provost of Academic Administration, Dr. Jennifer Pintar.

**Immunization Process**

Discussion: A thorough discussion was held concerning the immunization process and compliance of the process. Concern was raised that none of those involved in the meeting, including the Dean were invited to be a part of the plan or the policy involving immunizations.

**Result/Action**: None taken.

Meeting adjourned.

Minutes Respectfully Submitted by:

Jenifer A. Miller

December 13, 2022