**CHAIRS’ MEETING**

**Friday, February 11, 2022**

**In attendance**: Dean Jeffery Allen, Dr. Sara Michaliszyn, Dr. Dana Davis, Ms. Angie Cameron, Dr. Nancy Landgraff, Mr. Kevin Bukowski, Dr. John Hazy, Ms. Mary Yacovone, and Lt Col. Adrien G. Humphreys

**Minutes**: Minutes of January 21, 2022, meeting were read.

**Result/Action:** Minutes approved.

**Choffin Initiative**

Discussion: Dr. Landgraff has gotten involved with Choffin Career and Technical Center to get involved with the Youngstown City Schools to help with diversity recruitment into healthcare. Choffin is trying to expose the 11th and 12th grade students to multiple health professions focusing on exercise science, nursing, and allied health. This program is in the earliest stages.

**Result/Action**: The Chairs are asked to volunteer to help steer the committee to build this program. Both Kevin Bukowski and Dr. Dana Davis volunteered to help.

**Textbook Orders**

Discussion: It was made known that approximately 80% of all book orders are not sent to the bookstore on time.

**Result/Action**: This has a dramatic and negative effect on students’ cost because 70% of the budget is contingent on many of the due dates sent to departments.

**Heart Walk**

Discussion: The Heart Walk will be at Wean Park on May 21, 2022.

**Result/Action**: Dr. Landgraff is looking for a point person from each department so that the students could send information to one person, which could be a student, faculty member or chair.

**Dashboard**

Discussion: Everyone should have access to the Dashboard to go in and do the updates. Dean Allen will send the summarization from Kevin Ball regarding how this is to be done in 5 points to all the chairs.

**Result/Action**: This will have to be completed by the chairs and not the program directors because there are only a limited number of licenses. There is only 1 password. There will be a virtual meeting set up so that all will be on the same page.

**Summer Workload**

Discussion: Dr. Michaliszyn will pull program director duties from the governance documents to define the standard. Program directors’ summer workload will be determined though it is a different process every year and a different amount every year.

**Result/Action**: Dean Allen and Assistant Dean Michaliszyn will look at the budget as to what was done last year and decide whether to do the same this year.

The next meeting will be March 4, 2022.

Meeting adjourned.

Respectfully submitted,

Jenifer A. Miller