**CHAIRS’ MEETING**

**Friday, January 21, 2022**

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

**Welcome:** Dean Allen formally introduced Mrs. Cynthia Bruce as the new Director of Undergraduate Advising in BCHHS.

**Minutes**

Discussion: Minutes were read and approved.

**BCHHS Advising**

Discussion: Mrs. Cindi Bruce said her priority is to get all curriculum sheets for all departments consistent and up to date.

**Result/Action:** Asked forthe Chairs to give her the most updated information regarding their department including hand-outs and broochures.

**HHS Transdisciplinary Living Learning Community**

Discussion: Plans for the LLC will be finalized to begin in Fall 2022.

**Result/Action**: Dean Allen is looking for full faculty involvement including attending events, speaking engagements and interaction with students.

**BCHHS Events**

Discussion: Penguin Preview Day is February 18th; Experience Y Day is March 15th and the BCHHS Open House is on March 30th.

**Result/Action**: faculty and Program Directors are to be involved.

**Budget**

Discussion: The loss of students was not as high as expected.

**Result/Action:** An 8% loss was expected when it was 5%.

**Branding of the College**

Discussion: Branding of the College was explored to find ways to feature examples of our successful graduates. Suggestions were made to make the main entrance more attractive and to add photos of those who represent us in the world.

**Result/Action**: Steve Katros, Cindi Bruce and Dr. Nancy Landgraff will form a committee to follow through with the plans.

**Workload**

Discussion: The Administration is still looking at workload.

**Result/Action**: We will wait to hear more from them.

Meeting adjourned.

Respectfully Submitted by

Jenifer A. Miller