**CHAIRS’ MEETING**

**March 18, 2022**

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

**Welcome:** Assistant Dean Michaliszyn welcomed Heather White, YSU/BNC Bookstore Manager and Susanne Agostinelli, YSU/BNC Assistant Manager

**Minutes**

**Result/Action:** Minutes were read and approved as corrected.

**Book Re-Adoption**

Discussion: The Ohio Department of Education has decided to have all schools adopt or update existing policies expecting book orders to their chair seven (7) days before the due date. There is no longer a “no text required class”. Each faculty member reaches out to the bookstore, copies the person in the department who handles book orders, the chair, and note the content so that it could be listed. Tardiness is of concern as overall, about 75-77% of departments remain noncompliant. The bookstore will not automatically update a new edition when one becomes available. They do their best to work with faculty and get the books requested.

**Result/Action**: Bookstore orders must be on time: March 1st for summer; April 1st for fall; and October 1st for spring. This is to make sure that the book information is posted before students begin registration.

**CRM Policy**

Discussion: The faculty advisor will now get the alert on a student whom they are advising (not the advisors in Academic Advising) and follow up with the student. If it’s an academic alert, it will go to the Resch Center and the advisor, but the Resch Center will reach out immediately.

**Result/Action**: Director of Advising will continue to update on progress.

**DFW Reports**

Discussion**:** DFW reports were discussed as we always want to lower the rates. These rates do not raise any red flags in BCHHS as we have been paying attention to student success. The instructors who are failing 70% in many sections must go back to program directors, chairs, or faculty to try to find answers to the high rate.

**Result/Action**: The Nursing Department is considering bringing in an expert on how to write types of questions that will create more clinical judgment and critical thinking. Dr. Wagner invited those who would be interested in joining, to let her know.

**Branding of the College**

Discussion: The use of banners, the atrium and pictures hung in the stairwells of prominent BCHHS grads, which could be rotated.

**Result/Action**: No exact action taken.

**Summer Construction Updates:**

Announcement: Assistant Dean Michaliszyn said the “Common Room” will be updated this summer. Ten rooms will be updated with the new multi-media in Cushwa Hall and three in Beeghly Center.

Meeting adjourned.

Respectfully submitted,

Jenifer A. Miller

March 29, 2022