**CHAIRS’ MEETING**

**Friday, March 4, 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 Dr. Nancy Wagner

**Minutes**: Minutes of February 11, 2022, meeting were read.

**Result/Action:** Minutes approved

**Program Director Duties**

Discussion: Assistant Dean Michaliszyn shared the most common duties performed by Program Directors within the Bitonte College.

**Result/Action:** Responsibilities include

* Program Administration duties
* Assessment
* Accreditation maintenance
* Curriculum development and submission of changes
* Student recruitment
* Part-time faculty hiring, evaluation, etc.

**Sabbaticals, Faculty Leave, and Research Professorships**

Discussion: This discussion centered around the formal guidelines for how many faculty members within a given department can be on leave at any one time.

**Result/Action**: There will be future efforts to encourage and support faculty to pursue professional development opportunities.

**Grey Program Review Dashboards**

Discussion: The discussion centered on the obstacles (technology, time, etc.) standing in the way of updates.

**Result/Action**: It is very important to update the Dashboard as soon as possible.

**Marketing**

Discussion: Area high schools have other colleges representing them in the schools.

**Result/Action**: We must try to get PT and other health care students into the schools to promote BCHHS at YSU.

The next meeting is scheduled for Friday, March 18, 2022.

Meeting adjourned.

Respectfully submitted,

JBA/JAM

March 16, 2022