**Chairs’ Meeting**

**November 5, 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

**Welcome:** Dean Jeff Allen introduced Mrs. Angie Cameron, Director of the Center for Human Services Development and Mrs. Kevin Bukowski, Assistant Chair of the ROTC Department

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

**Result/Action:** Minutes approved.

**Curricular Efficiency:**

Discussion: The Dean’s excel spreadsheet is due Monday, November 8, 2021. Lab fees and how and when they are to be dispensed was discussed.

**Result/Action**: Dr. Michaliszyn will look for more information on the lab fees spreadsheet.

**Retrenchment and Sunsetting:**

Discussion: The MLT program is as cost effective as it can possibly be. The employment rate is 100%.

**Result/Action:** Programs involved will appeal the process. Dean Allen has been meeting with the students.

**Gerontology Institute:**

Discussion: The community is hearing that the entire program is going away.

**Result/Action**: The program will be sprinkled throughout other programs and currently, there is a major, minor, certificate and Long-Term Care.

**Commencement Speakers**:

Discussion: BCHHS graduates who would be able to speak at Commencement.

**Result/Action**: Please give Dr. Michaliszyn names by Tuesday, November 9, 2021.

**Marketing:**

Discussion: The Marketing Department is working on a folder to be sent to potential students with a short video inside.

**Result/Action**: BCHHS students will be chosen to do student “take overs” after training with Marketing.

**Director of Advising:** A hiring proposal was sent.

**Establish Definitions**: Chairs were asked for definitions of track specializations, emphasis areas, concentration specialization and tracks.

**Result/Action**: Chairs need to turn in what is presently being used in each department.

**Old Business**:

1. BCHHS Strategic Plan: A meeting of chairs and program directors will send results to faculty
2. College Committees: Chairs were asked to look at the College Committees and provide a description for each

The next meeting is scheduled for December 3, 2021, since Penguin Preview Day is November 19th.

Respectfully submitted,

Jenifer A. Miller