

## AGENDA

## Deans' Meeting with Division, Department &amp; Program Chairs

Wednesday, August 15, 2018

Continental Breakfast from 8-8:30 AM

Meeting from 8:30-10:00 AM

Wilson Center

- 1) Call to Order: Wendy Hilton-Morrow
- 2) Introductions of all Department chairs
- 3) Semester Transition Coordinators: Gillian Lederman & Jayne Rose
- 4) International and Off-Campus Study: Allen Bertsche

5) Kristin Douglas

## REPORTS:

Please update advisor assignments each term when you have a faculty member who will not be on campus to meet with advisees (ie pre-tenure leave, sabbatical, study away, retirement, FMLA, left the College, etc). Send Student Name, seven digit ID number, and new advisor in a spreadsheet to the Registrar's Office. This information is available on the **Major and Minor Report for Registered Students** report found in the **Reports Menu** of Arches.

Do you remember the many email messages last spring inviting students to departmental open houses and major declaration nights? This year, the Assistant Director of Vocational Exploration, Keri Bass, plans to compile a list of open house and major declaration dates that can be shared with students and advisors well before Spring major declaration time to allow for better student planning. I will be asking for your departmental information in late November/early December.

6) Liesl Fowler

**Informational**

- Asking for your help in respecting the time of our colleagues and limited resources we have dedicated to the transition. Please contact **me** via email if you have reporting needs you cannot find in Arches or on the IR website. I will work with Susan Granet, Kimberly Dyer and Tammy McAuliffe to determine the next best step for your needs rather than you contacting them directly..
- If you are a new department chair, please check in Arches ASAP to see that you have the **Program Review Menu** and **Reports Menu** in Arches.

Any questions, comments or discussion about Course Master, Semester Transition or kickboxing?

7) Wendy Hilton-Morrow

- Tenure-Track Position Requests