**Augustana College Rock Island, IL**

**AGENDA**

**Deans’ Meeting with Division, Department & Program Chairs**

**NO IN-PERSON MEETING**

**Wilson Center**

**REPORTS:**

Registration for Spring Term

The semester transition requires tighter control of which cohorts have access to some courses during registration. Registration windows for Spring term have been modified from our typical registration windows to allow for more precise management of seats. Students will have **two business days** to register for Spring term courses when their registration window opens. The [academic calendar](https://www.augustana.edu/academics/calendars) has been updated to reflect the new registration times.

Seniors with Advanced Standing 6am Friday, Jan 18 - 5pm Sunday, Jan 20

Seniors 6am Monday, Jan 21 - 4:30pm Tuesday, Jan 22

Juniors 6am Wed, Jan 23 - 4:30pm Thursday, Jan 24

Sophomores 6am Monday, Jan 28 - 4:30pm Tuesday, Jan 29

First-Years 6am Wed, Jan 30 - 4:30pm Thursday, Jan 31

First-Year Advising Sheets

Please watch for a message later this week with a template for first-year advising sheets. Chairs or department advising liaisons will be asked to complete new first-year advising sheets for each major in their department. This resource will be used for students in the 2019 cohort and beyond.

Departmental Open Houses

If your department will host a department open house prior to the Spring term deadline for major declaration forms (Friday, March 29), please send the time and date of your open house to [keribass@augustana.edu](mailto:keribass@augustana.edu) ASAP. The Office of Advising is compiling a schedule of open houses to distribute to students and advisors.

Budgets

We are quickly approaching budgeting season. Please watch your email for more information once the Business Office has set dates. In her new role as Budget and Contract Coordinator, Michelle Heinrichs will do the initial review of departmental budgets, so please be kind (and responsive) if she calls or emails with questions about your budget. Also, a reminder to be sure to include information in the “Comment” area that will help Michelle and me understand the proposed budgets for specific lines. These comments are particularly helpful when you’ve changed budgeted amounts in lines and/or if you’re budgeting an amount in a line that may seem high or low given expenditures to date. For example, if little to no money has been spent out of an account to date, but you know you have annual software expenses for that account that always hit in May, please include a note explaining the situation. Please remember that our office has approximately 200 budgets to review and approve, and any additional context you can provide when submitting your budget will save Michelle and you time in the long run.

J-Term Fair

A reminder that our semester transition coordinators are organizing our first J-term fair from 1:00 p.m. to 4:00 p.m. on Friday, January 25. The event will give faculty, current students, and prospective students the opportunity to present and learn about course offerings during our first J-term. If you have faculty teaching in J-term next year (or already have plans for the following year), please urge them to complete the [Google Form](https://docs.google.com/forms/d/e/1FAIpQLSca0wKcPi1meNjY32i5KuhBfVvdFqezo6adVlmGKbJBAI92lQ/viewform?vc=0&c=0&w=1) Gillian sent out in her January 7th email about the event.

Deadline for Round 3 of Master Schedule

As you’re well aware, the submission deadline for our Round #3 and FINAL master schedule is tomorrow (January 17) at 4:30 p.m. Please make sure to review both instructional and non-instructional loads for every faculty member in your department during this round. Any changes to non-instructional loads will require an explanation in the system before it can be submitted. As a reminder, tenured and tenure track faculty, as well as fellows will have a 24-credit load and visiting faculty, professional faculty, and continuing lecturers should have a 26-credit load. (There may be small variations in the visiting/fellow lines if they’ve been approved by Wendy). After tomorrow at 4:30, we’re one important step closer to SEMESTERS.