

9-3-2015

## Council of Chairs Meeting September 3, 2015

Marshall University, Huntington, WV

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Council of Chairs Meeting 9/3/2015

Drinko 402

3:30 PM

Members Present:

Jeff Archambault (Accountancy and Legal Environment);

Kim Broedel-Zaugg (Pharmacy);

Michael Castellani (Chemistry);

Dan Holbrook (History);

Faruk Khan (Pharmacy);

Richard Kravchak (Music and Theater);

Marty Laubach (Sociology and Anthropology);

Paula Lucas (COEPD)

Mike Castellani called the meeting to order, 3:30 PM.

Mallory Carpenter, new Program Manager for National Scholarships in the Honors College was our guest. Her role is to help identify students and appropriate scholarships and help with the application process. This is a new position; she is not working with just Honors College students.

Asked for faculty to serve on Fulbright Scholarship Committee; Boren Scholarship Committee, and to help with mock interviews for students who have applied to scholarships programs.

She is willing to speak at faculty or departmental meetings about her assignments, hopes to get faculty to refer outstanding students to her; faculty can also give her name to students for contact.

She would like to come to meetings of student groups/honor societies to promote scholarships and inform students about the potential.

Questions:

Q: Is there a list of scholarships, with deadlines?

A: Yes, she will send it to Mike for circulation to chairs

Q: Is the university doing anything to identify and support students early in their academic career, or “grooming” scholarship applicants?

A: Her appointment is the first step in developing that process

Q: Is she networking with others at other schools/in other regions?

A: Yes; she has joined the National Association of Fellowship Coordinators, and has attended their conference. But Marshall needs to work on developing the appropriate culture to help foster students scholarship success. Added that there are lots of study abroad scholarships that Marshall students have access to.

Q: Would it be wise to focus on some particular scholarships over time?

A: She has already started that process, taking care to find scholarships that are the best fit for Marshall students. Noted again that she is not working only with Honors College students.

Carla LaPelle, Interim Dean of Student Affairs, was our guest. She gave a brief overview of the new University Excused Absence Policy. The major changes:

1. Institutional/Academic related excused absences (athletic, debate, music, etc.) go through Student Affairs, but originate with College Deans' offices.

2. Absences for student illness:

: for absences of 3 hrs or less (meaning one class meeting for a once-a-week class; two consecutive class meetings for a twice-a-week class, or three consecutive class meetings for a MWF class), the instructor's absence policy rules. Absence policy must be included in syllabus. Instructors may require that all absences go through Student Affairs; this must be stated in syllabus, and instructor must fill out the "Referral for Excused Absence" form, found here: <http://www.marshall.edu/student-affairs/professor-referral-for-excused-absence/> Instructors can submit a blanket request to Student Affairs to have all absences go through that office.

Questions about this policy: [lapelle@marshall.edu](mailto:lapelle@marshall.edu); 304-696-2269.

The Chairs present introduced themselves.

Other issues:

The Council of Chairs Teaching Award for temp/term faculty is in place for this year, although Academic Affairs is only funding one award this year. We need members for the award committee; Dan Holbrook volunteered (it turns out that Chairs are not eligible, so he will not serve). Brief discussion of whether term/temp faculty member should be on committee; those present felt that there should be. Mike is going to solicit committee members from each college.

The Council of Chairs needs a new Secretary; a call for nominations will go out. Also discussed having that position rotate rather than have one person do it every meeting.

There was a discussion about the changes to printer/photocopier procedures that are part of the 20/20 reforms. Rumor has it that desktop printers will be confiscated and/or that the purchase of cartridges for those printers will not be allowed. Deans have apparently been notified that individual printers would no longer be supported, but it's not clear what that means.

Meeting adjourned at approximately 5:00.