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Council of Chairs Meeting, September 1, 2011

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Council of Chairs Minutes
September 1, 3:30 p.m. 402 Drinko

ACTIONS NEEDED:

1. If you are an experienced Marshall Chair and would like to mentor a new Chair, or, if you are a new Chair who would like a mentor, please contact Mike Castellani. If you have a preference of a mentor or a mentee (e.g. specific person, someone from your college (or outside of it), please note that;
2. If you have any input regarding the new high-tech renovations of classrooms, please contact Dan Holbrook. He will categorize it and send it to Allen Taylor.

Present: Alfred Akinsete, Marybeth Beller, Cam Brammer, Mike Castellani, Mike Cunningham, Allyson Goodman, Jane Hill, Dan Holbrook, Julie Jackson, Penny Kroll, Marty Laubach, Margie McInerney, Steven Mewaldt, Burnis Morris, Jeff Pappas, Bill Pierson, Bob Rubenstein, Sandra Strobel

With Kathy Chezik's retirement, the meeting was called to order by Michael Castellani, the previous Vice Chair/Recorder.

An election was held to fill the offices of Chair and Vice Chair/Recorder. Michael Castellani was elected Chair; Jeffrey Pappas, Vice Chair/Recorder.

The Provost has requested a meeting to discuss the Lumina Project. After discussion, it was decided that the meeting would be a breakfast meeting on a T/R due to the length of time (1 ½ hours) needed.

It was brought to the Council's attention that we have a seat on the Associate Dean's Council. Mike was going to contact Frances Hensley to get the dates and times of these meetings, then find someone from our Council who can attend and send notes back to the Chairs. If it fits in his schedule, Dan Holbrook volunteered to do it.

A question was raised whether or not Program Coordinators should be members of the Council of Chairs. After discussion, it was decided that Program Coordinators are comparable to Chairs and will be invited to join us.

There is a list with all Chairs' and Deans' emails in Outlook. Be careful if you just want to send an email to Chairs to omit the other emails on the list.

Thursday, January 26 is the Undergraduate Research Day at the Capitol. Mike encouraged all disciplines to apply, so we would have a broader representation of our academic community. Marshall's quota has only been filled once in the last

seven years. Mike would be happy to visit departments to explain the application procedure and answer any other questions pertaining to the event.

Academic Affairs will be hosting a workshop for new Chairs on Thursday, September 5 from 4-6 p.m. Discussion ensued whether or not the Council of Chairs should host a workshop for new Chairs. The idea was endorsed. If you would like to assist with this, please contact Mike. Another idea of partnering with the Academic Affairs Office was also mentioned. Mike will check with Frances to let her know we are willing to partner and how that might occur.

The idea of a Chair mentoring system designed by the Council of Chairs was also discussed and endorsed. If you are an experienced Marshall Chair and would like to mentor a new Chair, or, if you are a new Chair who would like a mentor, please contact Mike.

The new travel policy was discussed. There seems to be a fair amount of confusion regarding this policy, so the Council will schedule a person from the Travel Office to attend a meeting and explain the policy. It was suggested that an executive summary of the changes be presented at that meeting.

Much discussion ensued about the "balance" of future meetings. A majority of the Chairs feel that the Council was used in the past simply to give out information without any input or discussion. The Council agreed that future agendas need to include both informational components and pro-active discussions. An additional question was raised as to whether or not the Council had any official rules or bylaws by which it needed to operate. Mike will check.

The question of the frequency and times of meetings was discussed. It was agreed that we would move the meeting around during the Fall 2011 semester and find a consistent time for the Spring 2012 semester, so Chairs can build it into their schedule. An alternative of ½ of our meetings on Thursday at 8 a.m. and the other ½ at 3:30 p.m. was also proposed. The only time a 3:30 p.m. meeting wouldn't work is on the 3rd Thursday of the month when Faculty Senate meets.

The high-tech renovations to classrooms were discussed. Were Chairs consulted? It seems some were, some weren't. It was also mentioned that departments with the renovated rooms would have scheduling preferences, but then rooms would be available for other uses. Dan Holbrook mentioned that Allen Taylor is open to suggestion to make these rooms better. If you have any input, get it to Dan, and he will categorize it and send it to Allen.

The meeting was adjourned at 4:33p.m.

Respectfully submitted,

Jeff Pappas
Vice Chair/Recorder