

Chairs' Meeting **with Minutes**

September 8, 2009

3:00 Murray 210

1. COOP Plans (H1N1): Is each faculty member set up so they could continue teaching from a distance? What about students out in the field?

Margie will be writing up master plan for the college. Please send her the following:

Previous plan written by department (if available)

Name of person who phones should be forwarded to in case of closure

Response: Cabinet will address concerns shared about not having web access, using personal property for university work and confidentiality. Apparently, many others voiced similar concerns. At this point Dan Heckaman said it might not be feasible to roll phones over to someone who is long distance, for example. Not having web access is another concern. There is no budget for H1N1 so he indicated that Cabinet will look for some creative solutions.

2. Calculating Cost Recovery Ratios: This material came from Iris and will be sent to you shortly by Margie. It is how numbers were calculated last year and how they will be calculated each year. Study materials and see where inaccuracies or incomplete information might be showing up so we can proactively address those issues.

Response: Margie is gathering raw data so I can provide each of you with a fairly accurate estimate of what your CRR is this semester. I am still following up on whether last year's calculation method will be revised.

3. Course counts – This information shows how many of your department courses are being offered simultaneously in each time slot. Bruce asked if there is a formula required for number of courses that should be held during primetime.

Update: Bruce found reference to this in the scheduling committee's minutes on Edna's website. It doesn't appear there is a formal requirement to do this.

4. Suspended programs – Paperwork is needed to suspend a program. Programs cut are:

Counseling - Community Counseling track and Nursing – BSN program

5. Requests for changes to differential tuition are soon due. Still no rules available.

Update: I sent each chair a copy of the MnSCU rules for use. We have yet to receive any university rules.

6. Annual workplans – From now on they will be due on March 1st rather than May 1st (same as previous year; prototype will be sent).

7. Mission statement work – I wrote the following with minimal outside input. Please bring it to your departments for revision, modification, expansion, etc. Submit your unit's reworked statement to me electronically by **October 1st**.

Update: This was sent to everyone.

8. Does everyone include information from this meeting at their department meetings? If faculty members don't attend your meeting, put a Request for Leave form in their boxes.

Update: I am now receiving copies of minutes from departments. Thanks!

9. Submit your department goals to me as soon as they are ready.

10. Rounds

Link to FAR doesn't work. UPDATE: Jo Berg sent out instructions for opening it. It doesn't work for all platforms the same way.

Scheduling issues – Most indicated that the scheduling office works with them to meet their needs. I will follow up to find out what actual process is (eg Are there defaults so certain depts get first rights to a particular room?)

Department policies – Some things are done the same way year after year because no one knows there is an alternate method available. I suggested you ask at university chairs' meeting if people would be willing to share individual policies.

RATC space – I have followed up and heard only that other options are being looked at.

Differential Tuition for Counseling – there seems to be 2 types of differential: one for grad programs and one for individual courses. I'm checking into this.