Department Meeting Agenda Items November 22, 2019

**Welcome**

Concourse Syllabi training in T 1-406

Good training

Accomplishments since last meeting

**Reports**

Recruiting/Retention

Curriculum Committee

Faculty Senate

Social Committee

Scholarship Committee

conferences attended

**Instructor X**

This is why we can’t have nice things… again.

More problems in other departments that resulted in new rules affecting everyone else.

**Old Stuff**

Review Spring 2020 schedule

Minimesters and funding

We will get state funding if the minimester starts before the regular Census date.

FTR search

Interviews today and tomorrow

Blackboard & online: all classes must have their gradebooks in Blackboard. If Mindtap, link the gradebooks

Outside employment: official notice required by email with work schedule of other job attached

Dismissing and Dropping students, changing grades

See attached policies and procedures

Textbook discussion: paradigm for future adoptions

Further exploration of options, no consensus yet

**New Stuff**

Travel: VPAA clamping down, no budget transfers for anything, list of travel requests must be submitted to chair at beginning of semester

Tracking attendance at PD days and Dept Meetings

Important for DC teachers to remind their supervisors to not schedule them for events on these days

Distance Education: upcoming mandatory trainings, re-certifications, BB Ally, SPARK

This means everybody.

Starfish: upcoming training, more features to be used (automatic flagging)

You don’t have to like it, but you do have to do it. Or turn in your resignation.

**On the Horizon**

JagPride is open, due Dec 16

Same deadline for posting grades in Jagnet.

Graduation December 14 1PM (or 5PM for Interdisc.)

End of semester documentation due Dec 18th.

Gradebook, final exam and key, and attendance if part of the grade. All in electronic form.

Fall 2020 schedule

They haven’t asked for it yet. Will probably get the request right before we leave for break.

**Department Meetings Dates:** Dec 6 (if needed), Jan 13 (after Div Mtg in AM, FTR and Lecturers only), (Feb 14 PD Day), Feb 21, Mar 13, Apr 17, May 8 (if needed)

**Workshops**

Branding:

Logo: finished

Shirts: distribute

They look nice.

Challenge Coins: waiting for quotes

We have the quotes, now waiting for Purchasing to decide if we should be allowed to do this

Stoles for graduates:

other ideas?

Conferences: as a group, and student involvement

ACJS March 24-28 in San Antonio <https://www.acjs.org/page/Overview2020AM>

Review of pending textbook adoptions: 1310 and 1313, also 1307 and 2323

In-House Textbook project: review OER info from peer institutions, look in Dept. Blackboard shell

Other projects

Roundtables

**Questions**

**Dismiss**

**Homework:**