

Overview

- Overview of the meeting conversations held this semester
- Brief conversation with the Provost regarding topics of concern identified by Department Chairs
- Determine next steps as related to the Action Items and Calendar
- Survey for potential meeting times for spring 2019 – survey will be sent to all Department Chairs via email
 - https://baldwinwallace.co1.qualtrics.com/jfe/form/SV_4Vkl9CXNRMvZ3g1

Attendees: Jodi Tims, Brent Strunk, Kay Strong, Denise Kohn, Beth Hiser, Mary Dobrea, Betty Napoleon, Lori Long, Bryan Bowser, Christie Needham, Michael Dolzani



Areas for Action

- Engage with the Associate Provost to call to action the development of a comprehensive syllabus information list that is completed and sent to Faculty by August 1st
- Work with Faculty Development Committee to create an on-line submission form for sabbatical requests
- Host a Department Chair conversation with P&T committee to urge the creation of a format with suggested content sections for Department Chair letters
- Assess and develop the P&T process from 2nd year through promotion with consistent and reasonable deadlines for Department Chair reviews, clear process for 2nd and 4th year deadlines and feasible deadline for PIR letters from Department Chair
- Create a Department Chair "dashboard" of monthly responsibilities
- Host a Department Chair conversation with Susan Warner Taylor regarding shifting the Assessment deadlines
- Host a Department Chair conversation with Tim Seitz regarding (1) the receipt of summer/fall and spring request and (2) process of submission



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January

FDC (Clare Mathes)
P&T (Kerry Bebie/Susan Kuznik)

February

Registrar (Tim Seitz)
Steve Stahl

March

Assessment (Susan Warner)

April

Conversation around master syllabus

