

Department Chair Notes

Date: April 5, 2024

Time: 9:00am

Attendees:

Cheryl Medearis

Dan Seiberl

Ned Day

Royal Lost His Blanket-Stone

Lisa Hoesing

Midas Gunhammer

Maureece Heinert

Laurie Dunn

Sharon Egleston – Guest Presentation

**Notes:**

1. Opening Prayer – Royal
2. Discussion of Grade Distribution: Sharon Egleston and Midas Gunhammer
	1. Sharon presents “Faculty Council Subcommittee on Expanded Grade Options” from faculty council
	2. Discussion:
		1. Cheryl: Keeping in mind transfer credits. If we use a new scale, everybody has to use it. C- don’t transfer. For graduate credits, “B” is the standard and adding the minus can restrict who can come in.
		2. Midas: C- could make GPAs fall below 2.0 and couldn’t graduate even with Cs. Also, financial aid can be given to retake Ds or Fs but not C- so it could hurt students
		3. How will Dept Chairs share this with Faculty Council
		4. Syllabus needs to reflect “pluses” that exist on transcripts (A, B+, B, C+, C, F)
		5. Can we set up Jenzabar to put in percentages instead of having faculty put in letters
		6. Dept Chairs strongly oppose the idea of adding negatives to grades
		7. Midas will share thoughts with faculty council
3. Book orders for summer
	1. Still not 100% in yet
	2. Check with Patty if you are unsure about what’s been submitted from your dept
4. Discussion regarding Class I, Class II and Class III Routing Slips (handouts)
	1. Attempting to streamline and reduce redundancy. Need to be approved by Faculty Council before it can be official.
	2. Class 1:
		1. Suggestions to clarify exactly what Class one is for (take out “etc” and be specific to help faculty understand limitations). Changing prereqs.
		2. Website is still not reflecting what’s in the catalog, need status sheets updated on website. This is Dept Chair’s responsibility.
	3. Class 2:
		1. Requesting approval of new courses OR materially changing the subject content of approved courses. CCGs must be attached before being approved by Curriculum Committee OR changing description on catalog OR changing credit hours.
		2. Change: Faculty council doesn’t have to deal with Class 2 anymore
	4. Class 3:
		1. Used for a new program that requires the development of a new department that creates a new status sheet and curriculum. This department will be approved to confer new certificates, undergraduate, and/or graduate (Master’s or Doctoral) degrees or professional programs.
		2. Includes new programs under an existing department. “Programs” refer to any new credit-bearing certificate or degree.
		3. Dept chairs needs to have Status Sheets, Courses with CCGs,
			1. Request to add “draft” to syllabi under Curriculum Committee Chair
			2. Add language to under “Curriculum Committee” section to clarify how to bring back requested changes. Also, that 30-day timer starts after Curriculum Committee Chair signs approval.
			3. Moving media and registrar until after the board meeting
5. Updates for Fall 2024
	1. Fall 2024 schedules due May 17, 2024
	2. Book orders due May 24, 2024 if schedules are approved
6. Update on Website Suggestion Form and Data Pull Requests
7. Department Chair Evaluations
	1. Some have been submitted, might get sent back for more details
	2. Make sure you response to areas of improvement from last year
8. Dean Updates:
	1. Changing Dean role
	2. Schedule for April and May
9. Adjourn

**NEXT MEETING**: May 3, 2024, at 9 AM in the Student Services Building (tentative)