

Notes
Council of Chairs Meeting
Apr 20, 2009

In attendance:

- Peter Grego (AMC)
- Hamid Johari (E&CS)
- Jennifer Kalfsbeek (Tseng) – Secretary
- David Kretschmer (EDU)
- Tae Oh (SC&M)
- Melanie Williams (COBAE) – President

Guest:

- Penny Jennings, AVP of Faculty Affairs

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- The meeting focused on the annual Chairs and Deans retreat, to be held in August, 2009. Penny Jennings attended the COC meeting to discuss the agenda for the 2009 event and to ask for the COC's suggestions on agenda items for the event.
 - The event will last 2 days: August 17-18, 2009
 - Breakout sessions will be similar to those offered in 2008.
 - Jennings asked the COC to email or call her with suggested breakout session ideas.
 - Jennings also discussed the orientation event that will be held for new chairs on the Friday before the chairs and deans retreat. The goal with this orientation is to assist the new chairs in learning all of the roles and responsibilities in being a chair. Topics to be discussed at the new chair orientation will include:
 - Entitlement issues
 - Workload issues
 - Emergency hires and substitute assignments
 - Leave without pay issues
 - Handling difficult students, faculty and staff (Jennings asked COC members to present on this topic)
 - Student privacy policies
 - Melanie Williams requested that each of the COC members indicate if they will continue with the COC next year, and of not, to communicate to her via email the new member and their contact information.
 - The Council agreed to update its Grade Inflation Study. Bettina Huber was unable to attend the meeting, but had passed along the message that now that grade information was available to each college (and since her workgroup was so busy) it would fall on the Council to update the study.
 - The final meeting will be held in May, 2009. Because of graduation, it was determined that the regular meeting time will not work for the COC in May. The group will instead propose and decided upon a common meeting time for the final COC meeting for the 2009-2010 over the course of the next few days.

Next meeting:
MAY date TBA, 2009 in JH 3107.