Glenville State College

Department Chairs Meeting

Minutes for 19 August 2010

I. Call to Order and Roll

The Provost called the meeting to order at 2:32 p.m. Present were Kevin Cain, Wayne de Rosset, Sherry Jones, Rick Sypolt, Mike Smith, Alison Witte, and Liza Brenner for Lloyd Bone.

II. Approval of Minutes

No minutes presented

III. Reports

The Provost began the meeting by sharing his perspective on the general purposes of the meetings of department chairs. The key purposes mentioned were to:

- Facilitate the two-way flow of information between the Provost and departmental faculty
- Ensure appropriate coordination of college-wide and component activities and initiatives
- Support a proactive response to faculty and student concerns
- Identify and act on annual and strategic objectives
- Share good practices based on internal and external research
- Provide for informed decision-making and implementation

Following these introductory remarks, the Provost shared with the department chairs a written summary of the institutional strengths, weaknesses, opportunities, and threats based on his conversations in July with department chairs and the staff of admissions, financial aid, registrar’s office, and the library. A brief discussion of the summary took place.

Retention initiatives, including modification of the FERPA form signed by students was the next topic. A brief discussion of the current attendance policy and reporting practices followed.

The Provost then asked for recommendations on individuals qualified to serve as chair of the HLC self-study steering committee and as editor of the self-study document. He noted that he will also seek recommendations from the faculty senate.

After a brief discussion, the Provost concurred that evaluations of classroom instruction this fall should be done in a paper format. He recommended that a review of the contents of the evaluation and its completion process be conducted during the fall term.
The Provost next raised the topic of the form and timing of the annual evaluation of faculty. He proposed that the College consider simplification of the process and the use of the academic year as the period of evaluation. He noted that a more formal recommendation will need to be developed and reviewed by the appropriate college bodies.

The final topic raised by the Provost was the use of the electronic grade book in Web Vista. In recognition of need for additional training and experience with the various functions of the course management system, the Provost concurred with the recommendation that faculty have an opportunity to use Web Vista on a trial basis this fall before a final decision is made as to whether to require its use for specific instructional and institutional purposes.

IV. Unfinished Business

No report

V. New Business

No Report

VI. Adjournment

The meeting adjourned at 3:35 p.m. The committee will meet again in about two weeks, date still to be determined.