Glenville State College
Department Chairs Meeting
Minutes for 14 October 2010

I. Call to Order and Roll

The Provost called the meeting to order at 9:00 a.m. Present were Lloyd Bone, Kevin Cain, Wayne de Rosset, Sherry Jones, Mike Smith, Rick Sypolt, and Alison Witte.

II. Approval of Minutes

Minutes of 30 September 2010 meeting were approved as presented.

III. Reports

The Provost opened the meeting by reporting on his meeting with the assessment committee. The assessment committee has requested that it be provided through the Provost the following materials.

- A copy of all program reviews and other learning outcomes assessments conducted since 2000.
- A copy of the mission statement and intended learning outcomes of each academic program. Existing mission statements and statements of learning outcomes should be revised as need prior to submission.
- A summary of the assessment process for each academic program and copies of assessment instruments. Existing processes and instruments should be updated as needed before submission.
- A copy of each program’s action plan based on recent assessment findings. Attached to each plan should be a follow-up report indicating the status of the planned actions and to the extent possible if these actions have produced their intended outcomes.

Next Dr. Peek asked department chairs to update the last curricular audit to determine the extent to which students are engaged in service learning, civic engagement, cross-cultural/international learning experiences, and the use of information technology.

The Provost then shared with the department chairs a sample statement of annual objectives. He indicated that he will be asking the department chairs to develop a similar document over the course of the current academic year for their respective areas.

Dr. Peek went on to inform the department chairs about the most recent meeting of the facilities committee. He specifically noted the plan to renovate the entrance, hallways, and classrooms of the lower level of the administration building.
The Provost additionally advised the department chairs of the need to ensure that full-time and part-time faculty have academic credentials and professional experience consistent with their teaching assignments. In these regard he noted that as a baccalaureate institution, instructional faculty/staff must have at least a master’s degree in the teaching field. He further noted that the institution will continue to strive to increase the percentage of full-time and part-time faculty with a doctorate.

IV. Unfinished Business

The committee will return at its next meeting to the topic of possible modifications to the current faculty evaluation process.

V. New Business

No action items

VI. Adjournment

The meeting adjourned at 10:20 a.m. The committee is scheduled to meet next on 28 October 2010 at the same time and in the same location.