**Chairs Council Minutes from**

**3:00PM on September 19, 2016**

**BAS S326**

**AGENDA**

In attendance: Charlie Apigian, Jill Austin, Michael Baggerly, Wendy Beckman, Ron Bombardi, Lynn Boyd, Heather Brown, Jessica Carter, Warner Cribb, Keith Gamble, Jeff Gibson, Christy Groves, Jeannie Harrington, Jim Huffman, Heather Hundley, Beverly Keel, Marva Lucas, Stephen Morris, Susan Myers-Shirk, David Nelson, Don Nelson, Michael Parkinson, Chrisila Pettey, Roger Pieroni, Billy Pittard, Greg Pitts, Jenny Sauls, Greg Schmidt, Lance Selva, Michael Sherr, Vince Smith, Greg Van Patten, Brandon Wallace, Doug Winborn

* Welcome and introduction for 2016-17 academic year

Called to order at 3:00pm

* Old Business
  + Motion to approve minutes from April meeting was passed unanimously.
* Chairs Report (separate email attachment and on web page)
  + Charlie reminded everyone that the Deans Cabinet meets two weeks prior to Chairs Council, and the Chairs Exec Committee meets with the provost one week prior. Any issues to be communicated to those meetings can be forwarded to Charlie in advance of those meetings each month.
* From Dean’s Cabinet:
  + AA will be taking over the summer reading program, which was previously run by SA. A key question will be to determine the goals of the program.
  + Retention and enrollment data was provided by Sluder, but contained the same information that we receive via email.
  + The NSSE results were released, and the response rate was low and the level of engagement reflected in the results was very disappointing.
  + Peter Cunningham’s email on curriculum changes for Fall 2017 was covered; substantial changes must clear UCC and/or Grad Council by the January cycle.
  + Several groups, including Lumina Foundation, have approached MTSU to do focus groups and learn from our retention successes.
* From Chair’s Exec Cmte meeting with provost:
  + Working groups and subcommittees were presented to him
  + Salary inequity issue was discussed. The budget is a roadblock here, and the discussion turned to faculty retention and the concerns about whether we can keep our best faculty at MTSU when such inequities exist.
* Questions:
  + Question was raised concerning how to get the wait list prioritized. DegreeWorks is currently prioritized ahead of the wait list and is taking a long time because of the requirement that the complete curriculum be entered into the system. The provost is already talking with Dr. Sells about reversing these priorities, but he wants to hear from those involved in advising and from chairs to make sure that the wait list really is a priority.
  + It was pointed out that MTSU is going to allow UG applications through the CommonApp for the first time.
  + Next Meeting is October 17; President McPhee will attend. Deans cabinet 10/3, Provost+Chairs Exec 10/10.
  + Chairs exec will meet with Faculty Senate (FS) leadership on a regular basis (next on 10/28, 3pm).
  + FS will take the lead on FOCUS Act policy revisions.
  + VP for Research/Dean of Grad Studies Open Forums and Chairs’ Council Interviews (9/27, 9/28, 9/29).
* New Business
  + Review modification to grading scale to add an A­-
    - Discussion revolved around the impact on student grades and GPA’s. Will it affect Cum Laude/Magna/Summa numbers? What does SGA think? Motion to remain neutral on the subject & seconded. Chairs Council will neither oppose nor endorse the change at this time. Feedback is expected after it is presented to SGA.
  + Overview of Lynda.com
    - Already used heavily by Business students. About 2600 courses online. Great for training on tools like Excel, Dreamweaver, etc., including advanced functions. Variety of courses on Excel, from basics to very in-depth. Around $50,000 total cost for the university. Students and faculty can log on using their MTSU authentication credentials.
  + All chairs took a moment to introduce themselves.
  + Question was raised about policy change on working hours and whether faculty would be exempted from the 8-5 requirement under the policy. It was determined that the 30 day comment period has elapsed, but several chairs said they had sent in comments on the policy change.
* The meeting concluded with the subcommittees first meeting. They were instructed to discuss the following objectives:
  + - Timeline for the year
    - Expected deliverables
    - Process for sharing information
    - Identify one person as the contact point
      * All reports and minutes will be sent to the Secretary of Chairs Council, Greg Van Patten (Greg.VanPatten@mtsu.edu)
      * Each sub-committee will present any new updates to the Chairs Council at all meetings.