
Chairs Council Minutes

Date: Aug. 17th, 2012

Building: LRC-110



Members Present: Denise Allen, Ryan Bartlett, Kelly Boebinger, Brad Franklin, Jodi Hanley, JoAnn Jones, Terry Koeper, Julie McKee, Jeff Schmidt (Chair), Sherri Wilson

Members Absent: , Robert Brown, Judy Giacona, Janine Ledoux, Mark McConnell, Ralph Rabago, Laura Winningham

Others Present: Larry Aycock, Rick Hogrefe, Michelle Riggs, Keith Wurtz, Rebeccah Warren-Marlatt, June Yamamoto,

Time Start: 9:07am

1) Approval of the Minutes from 05/4/2012.

Motion: To approve the Minutes from 05/04/2012 (Franklin, Boebinger, MSC)

2) Early Alert: Kirstin Colvey

- Cancelled
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3) Scheduling: Rick Hogrefe, Rebeccah Warren-Marlatt

- The Executive Dean of Instruction and the Executive Vice President of Instruction and Student Services proposed a timeline for the scheduling of classes for Spring 2013. It was agreed that Chairs would schedule classes as they have done in the past in preparation for Sticky Friday (Sept. 7th). We will compare our traditional classrooms assignments to how R25 assigns classrooms and discuss the differences.
- Due to the unknown outcomes of the Governor's proposed tax initiative and the San Manuel Grant, Chairs will work with their Deans in order to have a plan in place for which classes will be cut if more cuts are necessary. Adjuncts assigned to classes that will be cut should the tax initiative not pass must be informed from the outset that their class has been signaled as one that will be cut in such an event. Also, if the tax initiative fails, there will need to be more flexibility among the full-time faculty and their teaching schedules. For instance, an instructor who has not been teaching nights may have to in the future.

- Sticky Friday Sept. 7th
- Finalized spreadsheets to Dean by Wednesday, Sept. 12th.

4) EIS training: Keith Wurtz

- The Director of Research and Planning introduced the Chairs to EIS (Executive Information System). Chairs were walked through on the computer on how to set up and use EIS. The Director of RP offered to help each Chair individually with setting up EIS on their computers.

5) Future agenda items:

- Charges of the committee: Denise Allen
- Supplemental Instruction: Daniel Bahner

6) Announcements

- **Workshop:** How to Write Effective Letters of Recommendation for Admission to the University
Friday, Sept. 7th 10:30AM -12:00PM SCC-202 (Above the cafeteria)

7) Adjournment

Time End: 10:48AM