
Chairs Council Minutes

Date: December 3, 2010

Building: CHS 237



Members Present: Kelly Boebinger, Tom Bryant, JoAnn Jones, Terry Koeper, Liz Langenfeld, Julie McKee, Ralph Rabago, Jeff Schmidt (Chair), Sherri Wilson

Members Absent: Denise Allen (Hoyt), Robert Brown, Brad Franklin, Judy Giacona, Kathy Gibson, Janine Ledoux, Laura Winningham

Others Present: Rick Hogrefe, Cheryl Marshall, June Yamamoto

Time Start: 9:05 am

1) Approval of the Minutes from 11/05/2010.

Motion: To approve the Minutes with noted changes. (Boebinger, Langenfeld, MSC).

2) Election of Minute taker:

- Discussed possibility of taking turns
 - Langenfeld, Marshal, Wilson agreed to take turns to take the minutes during the meeting and then give them to the Chair (Schmidt) at the end of the meeting. The Chair has agreed to type the Minutes.
 - There was consensus among the committee members that a thank you note to Jodi Hanley was in order for her service to the committee as Co-Chair and Minute taker. Schmidt agreed to write the letter on behalf of the committee.
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3) Student-Faculty Concerns:

- Rick Hogrefe led a discussion on student-faculty concerns.
- Each chair was given a hypothetical scenario involving a student complaint and was asked to address how to deal with such a complaint. The committee only had time to discuss the situations drawn by Rabago, Wilson, Boebinger, and Jones. It was agreed to continue with the other situations at a later meeting.
- The following were some of the highlights of the discussion: Order of action for disruptive students. 1) The instructor must first warn the student either verbally or in writing that his/her behavior is unacceptable 2) Instructor can ask student to leave the class if the disruptive behavior continues after the issuance of the above

warning. 3) If asked to leave the class, the student must be told to report to the Vice President of Student Services, and the instructor must file a written report to the Vice President of Student Services. The student is not allowed to return to the class without having spoken with the VP of Student Services. The following method was one example of how to deliver the warning: a red slip handed to the student with a statement to the fact that this was your final warning before being asked to leave. In the event of continued disruptive behavior, it was added that a second slip of distinct color could be served asking the student to leave and that this slip include the name and office of the VP of Student Services.

- Recommended that chairs keep a copy of FT and PT faculty's syllabi before sending them on to the Dean. Chair can reference the syllabus in the presence of the student. Can help diffuse the situation by drawing attention to the syllabus.
- Encouraged to document student complaints via emails and other means.
- Chair should listen and gather as much information as possible; get all sides of the story. It was recommended that the Chair 1) Listen to the student complaint and take notes. 2) Repeat the complaint back to the student to confirm that the Chair has accurately understood the complaint. 3) Ask the student if he/she has talked to the instructor 4) Ask the student what it is that he/she wants the Chair to do. 5) Let the student know that the concern will be taken to the instructor without mentioning the student's name.
- A concern arose that at times the counseling that students receive from the Counseling Office is not to their best interest, or at least this is the experience of faculty in certain disciplines. It was suggested that Chairs ask to attend one of the weekly counseling meetings (Fridays 8:00AM) in order to present their concerns directly to the counselors.

4) Future Agenda Items:

- Invite Mike Strong and Larry Cook about the need for additional maintenance? Prioritize maintenance?
- Continue today's discussion about Student/Faculty concerns and the fourteen scenarios presented by Rick Hogrefe.
- Scheduling (summer and fall 2011)

6) Announcements:

An evening of dance Dec. 3rd and 4th 8:00PM CHC Fine Arts Department

5) Adjournment:

Time End: 10:30 am

