

Department Chair Planning Meeting – February 27, 2019 – 4:00 – 5:00

Minutes

The Faculty Center - Opportunities to Collaborate, Facilitate, and Educate

Attendees: Beth Hiser, Christie Needham, Brent Strunk, Betty Napoleon, Darlene Michitsch, Jen Perry, Michael Dolzani, Mary Dobrea, Lori Long, Bryan Bowser, Kay Strong, Scott Plate, Lori Radulovich, Amy Jo Sutterluety

4:00 – 4:30 PM – Tim Seitz, Registrar - general overview of the new tools and resources being considered for scheduling as well as a discussion around the timing for schedule submissions

- Four on-line work flow registration tool with instant feedback have been reviewed
 - Registrar will be upgrading to an on-line tool
 - Streamline process with a new tool as opposed to the Excel worksheets currently utilized
- Administration would like to be able to access information to optimize the scheduling of classes
- Projection is to begin in fall 2020

4:30 – 5:00 PM – Steve Stahl, Provost - update on the restructuring

- Graduate report has not been received so decisions are waiting for this report
- Enrollment data to make determinations is needed
- Plan is to meet with Senate and faculty in a forum fashion to have initial discussion
- Remainder of conversation was in regard to course scheduling and room scheduling

To Do:

Reduce adjunct costs then overload through minimizing and spreading schedule

Future Dates:

March 27th - 4:00 - 5:00 PM - Susan Warner Taylor