

**Council of Chairs and Program Directors
Meeting Minutes
October 31, 2018**

Present: Oana Armeanu, Brody Broshears, Jer Burger, Andy Buck, Amy Chan-Hilton, Manfen Chen, Chuck Conaway, Joy Cook, Cindy Deloney-Marino, Abbas Foroughi, Renee Frimming, Julia Galbus, Steve Gruenewald Mellisa Hall, Jason Hardgrave, Leigh Anne Howard, Rick Hudson, Paul Kuban, Aimee Mark, Kimberly Parsons, Jill Raisor, Gina Schaar, Todd Schroer, Sarah Stevens, Connie Swenty, Katie Waters, Gabriela Mustata-Wilson

The meeting was called to order at 8:34 a.m. by Interim Chair Kimberly Parsons.

Campus Safety: Mr. Steve Bequette: Director of Public Safety, Steve Bequette, urged staff to be aware of potential incidents on campus. President Rochon has placed new emphasis on safety and its importance to the campus. Mr. Bequette reminded faculty to take action if something seems suspicious on campus. Council members asked Mr. Bequette questions about various safety issues. A few questions concerned driving safety on campus, including speeding and reckless driving. Officers from the county Sheriff's Office have to see the violation for them to issue a ticket. Another concern was raised about the placement of campus safety numbers inside classrooms. In some rooms, safety numbers and phones are not immediately accessible. Mr. Bequette suggested faculty members place these numbers in their personal cell phones.

Approval of minutes from September 26, 2018: Approved without objection.

Counseling Center – Normative Emotions: Dr. Nick LaRowe and Dr. Tom Longwell: Interim Dean of Students, Dr. LaRowe, and Director of Counseling, Dr. Longwell, discussed issues surrounding student stress and mental health on campus. They handed out information to help faculty support students and recognize signs of distress. Faculty are crucial to sorting high-risk students to Counseling, the Dean of Students and Public Safety. Council members made statements in support of the Counseling Center and mentioned the lack of resources supporting the Counseling Center to deal with student demand. Community mental health resources are an alternative for students, but there are long waitlists to get service there too.

Faculty Senate Charge for Service Activities in the Portfolio: Dr. Chuck Conaway: The senate was charged with determining guidelines for documentation for service in tenure and promotion portfolios. The senate has taken no action on this and suggests that service work be reflected in the text of the personal narrative. Currently, the College of Nursing and Health Professions require specific documentation while other colleges do not have guidelines for this area. Council members pointed out that most faculty already have documentation of service in their Faculty Annual Reports and everyday emails related to committee work..

Closing remarks – Dr. Mohammed Khayum: Interim Provost Khayum updated the council members with proposed efforts to improve recruitment, retention and continuing credit hours. He stated prioritizing certain academic programs to increase their recruitment – especially those that have strong applicant interest. Council members brought up continuing and undecided students as important concerns for the university overall. Concerns were also raised about increasing numbers

of students coming with high levels of CAP and transfer credits. Interim Provost Khayum stated that these realities demand a system-wide approach to improving recruitment and retention.

The meeting adjourned at 9:49 a.m.

Respectfully submitted,
Andrew Buck, Secretary