

**College of Humanities and Natural Sciences
Council of Chairs Meeting – Bobet 202
April 13, 2015 • 3:30 p.m. – 5:00 p.m.**

MINUTES

Call to Order

Dean Maria Calzada called the meeting to order at 3:30 p.m.

Attended: John Biguenet, Mary Brazier, Maria Calzada, Eileen Doll, Erin Dupuis, Frank Jordan, Mike Kelly, Kenneth Keulman, Lynn Koplitz, Martin McHugh, David Moore, Connie Mui, Uriel Quesada, and Karen Rosenbecker for Connie Rodriguez

I. Approval of Minutes

Minutes of March 2, 2015 were approved with one abstention.

II. Calendar

April 10 – Names of students receiving awards at the HNS Honors Convocation due in dean's office.

April 24 – Department awards/plaques to be given to students at Honors Convocation due in dean's office.

May 5 – Department in-depth program review due from Chemistry, History, Math and Math Lab. Brad Petitfils will be meeting with Dean Calzada and will be calling chairs about the SCAP criteria. There is information on the in-depth program review process on our intranet. The in-depth reviews for 2015-2016 are Psychological Sciences, English and Religious Studies.

May 18 – Registration period begins.

May 29 – Annual staff performance reviews are due to HR with a copy to the dean's office. Dean Calzada will meet with all staff members after their review.

III. Honor Code Report – Uriel Quesada

Associate Dean Quesada reported that Alice Clark has requested input from the colleges on the honor code. Dr. Quesada said that we would review our own internal honor code procedures. He said that he has met with Robert Bell and Ashley Howard to work on a first draft.

IV. Dean's Office Update

Dean Calzada reported that Rich Wilson has been out for 3 weeks and we are waiting for more information on when he will return. Since this is such a busy time dealing with students graduating, transfers and honors convocation, please tell your faculty to contact us if Rich was doing something for them. Our office is understaffed right now, so please send emails to Dr. Quesada or Sara Clark. Cards can be sent to Rich through our office and we will make sure that he receives them.

V. College Restructuring

Dean Calzada said that she invited the departments from the College of Social Sciences to the next college assembly. They have already cancelled the rest of their college assemblies in that college. Also, Joy Allen will come to the next assembly and give a report on the QEP.

VI. Spring Academic Calendar

Dr. Frank Jordan's proposal to start the spring semester after Martin Luther King will be discussed at the Dean's Council. Dr. Quesada said that Mike Rachal is very concerned about this. Dean Calzada said that she would invite him to the COC to discuss the issue.

VII. Strategic Planning – Departmental Action Plans

Dean Calzada reminded the chairs to send her their department action plans on strategic planning. She asked that they send 3 bullet points on what they are planning on doing in support of the strategic plan.

VIII. Articulation Agreement Roadmaps

Dean Calzada reported that the dean's office has finished the roadmaps for Houston Community College, Miami Dade and Delgado. They have been sent to Brad Petitfils for review. We want to share these documents with the departments to make sure they are involved in the process. Dr. Quesada said that he would contact the chairs for an appointment to discuss this. There will be a total of 5 roadmaps, including Pensacola and Jacksonville.

Meeting adjourned at 4:30 p.m.