

**College of Humanities and Natural Sciences  
Council of Chairs Meeting – Bobet 202  
April 4, 2016 • 3:30 p.m. – 5:00 p.m.**

**MINUTES**

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**Call to Order**

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

**Attended:** Terri Bednarz, John Biguenet, Maria Calzada, Eileen Doll, Erin Dupuis, Philip Dynia, Don Hauber, Armin Kargol, Marcus Kondkar, David Moore, Connie Mui, Uriel Quesada, Connie Rodriguez, Rae Taylor, Ralph Tucci, Bill Walkenhorst for Lynn Koplitz

**I. Approval of Minutes**

The minutes of March 7, 2016 were approved with two abstentions.

**II. Calendar Review**

**April 4** – Advising Begins

**April 9** – Open House – Dean Calzada said that she would email the current master schedule.

**April 18** – Registration Begins.

**May 6** – CRTC meeting with chairs/mentors/tenure track faculty (HNS and CSS) at 3:30 p.m. in Bobet 332

**June 8** – Summer Registration Day – Chairs meet together and register students

**III. Honors Convocation Update**

Dean Calzada said that by now everyone should have submitted their information to Sara Clark. The deadline was April 1<sup>st</sup>.

**IV. College Restructuring**

Dean Calzada went over the Council of Directors and Chairs Protocol which is on Google Docs: [Council of Directors and Chairs Protocol Google Doc](#)

After a discussion on the word Director, it was suggested that the name be changed to Dean's Advisory Council (DAC). Dean Calzada said that she will reword the document and bring it to the CPT, and then to the faculty for feedback. Don Hauber asked about the possibility of Craig Hood attending the meetings with no voting privileges. The chairs discussed the matter, and issues brought up included: The Environment Program has 50 majors and we discuss many matters related to students; if Craig Hood joins us there will be two Biology faculty in attendance; we need ground rules for the future on who can be invited. In the end the group agreed to have Craig Hood attend the COC May meeting as a non-voting member.

**V. Discussion on Early Warnings and Mid-Term Grades**

Associate Dean Uriel Quesada asked the chairs for feedback on early warnings and mid-term grades. He said that the early warnings did happen very early this semester, and his main concern is identifying those students who are doing poorly. Some of the chairs expressed that they need more time after mid-terms to post grades. A suggestion was that there could be an 'anytime warning' that could be implemented during the semester if a student is in trouble.

Dr. Quesada said he that would bring up the following issues to the Associate Dean's Council:

- Early warnings may be too early
- Investigate what others do about last day to withdraw – maybe putting it later

- Mid-term grades – are students failing at that time
  - ‘Anytime warning’ – automate through email to advisor about any bad grades
- Our students seem to need more guidance than in the past to navigate academic matters.

Chairs suggested more content in FYS and summer orientation on these issues. We will invite Brad Petitfils, Sue Mennino and Heather Seaman to a future COC meeting.

**The meeting was adjourned at 5:00 p.m.**