

In Attendance: LT Goode, Dr. Sherman, Dr. Forbes, Dr. Aucoin, Dr. Tatom, Dr. Kimball, Dr. Trout, Dr. ter Horst, Dr. Messenger, Dr. Kiene, Dr. Mulekar, LTC Morris, Dr. Gruner, Dr. McGee

Chairs reviewed the estimated budgets as of 11/30/17. Dr. Wierzbicki announced that \$196 per full-time faculty member was transferred to each department's supplemental account. Another \$196 per full-time faculty member will be transferred sometime in January. \$1,000 per full-time faculty member, including OYO faculty, was withheld from the BT0 g/T

for the directed studies they undertake outside of additional points on the Faculty Activity Reports. Dr. Wierzbicki shared his preliminary research with Chairs, and discussion ensued about interest in developing a policy. Faculty development funding was discussed as well as the difficulty in creating an equal policy with such specific requirements among departments. Chairs were asked to email thoughts/ideas to Dr. Wierzbicki by December 11, 2017.

8. Dr. Coleman shared the TracDat Report update with Chairs. Assessment results need to be reviewed by late January. At least 50% of the results need to be designated for Action Planning. Chairs are to review use of results on Action Planning and be sure they indicate a concrete strategy for improvement. Follow ups for assessments should be completed prior to spring break. Every department must have one "W" course assessed every year.
9. Dr. Coleman reminded Chairs that reassigned time requests are due to the Dean's office by December 6, 2017. Approvals for the 2018-2019 AY will be returned in January. Lack of sustained scholarly activity will result in higher teaching loads.

10. Dr. Loomis announced that the Registrar's office has changed the CAF form. All new course proposals, as well as all changes, become effective in fall term only. This applies to courses intended for spring or summer of that AY. Dr. Loomis recommended that a new course be successfully offered three times as a Special Topics course before being proposed as a self-