

Chairs were urged to spend funds in ways that benefit students for example on computers and classroom equipment. The College received only \$,070 in summer revenue for the 2017 semester, which is a decrease from the previous summer. It will be hard to estimate 2018 summer revenue as Pell grants will be available for summer, but overall enrollment has decreased. The College now has 265 fulltime faculty

8. A list of all 9month, full-time faculty who will be teaching during the May and summer semesters, including assigned courses, part of term, and credit/contact hours paid, is due from departments by March 23, 2018. The 2017 Maymester generated little money for the College. Chairs were asked to manage fulltime faculty loads for the Maymester and summer semester by looking at previous patterns where responding to OYO faculty. Faculty members are allowed to teach two courses during the summer and one additional course (up to four credit/contact hours) during Maymester. Alternative contracts will be issued to faculty members for courses that do not produce revenues to cover faculty salaries.
9. Chairs were reminded that annual reviews for all probationary faculty members must be signed by faculty members in the Office by April 10, 2018. Midprobationary reviews for probationary faculty members must be signed by faculty by March 16, 2018.
10. A new Directed Studies Award Program was announced by Dr. Wierzbicki. Chairs will submit a request to reward faculty for their participation in Directed Studies. There will be four \$1,500 professional/developmental awards for faculty who have distinguished themselves in teaching related Directed Studies. This spring, the College funded 14 out of 31 submitted Summer Development Award proposals and 6 out of 11 submitted Support and Development Award proposals. Faculty Awards increased to \$1,500 and the Carr was appointed as General Education Coordinator. Starting this fall, the College will fund a Gen Ed Award for \$1,500. Also a new policy on Team Teaching was announced by Dr. Wierzbicki where faculty who teach a course together, over a cycle based on their contributions, will receive credit at the end of the completed cycle. Chairs must approve the request for team teaching prior to faculty teaching the course.
11. Dr. Coleman shared the TracDat Report update with Chairs. 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.
12. The Employee Annual Fund is now known as SOUTHFUNDS. Donations to undergraduate scholarships are matched dollar for dollar. Each department representative should talk with faculty and staff members about making a contribution.