

**Deans and Chairs Meeting
February 20, 2004**

1. Advising Workshop: There will be an advising workshop which is designed to provide information about many of the changes that will occur beginning Fall Semester, 2004. The workshop will be presented twice for the convenience of the faculty: **(1) Tuesday, March 16 from 2-4 in UC-305; and (2) Friday, March 19 from 2-4 in UC-305.** It is essential that at least one representative from each department or discipline attends one of the two sessions. Representatives will be expected to share this information with the faculty in their discipline or department. Other faculty members are invited to attend on a space available served basis. Some of the topics to be covered are: the latest information on the new core requirements, the new LART 1000 course, the 60/120 hour degree programs, and use of electronic resources, including the introduction of an advisor resources web page.
2. Possible Distribution of Bonus Pay: Deans will discuss at Deans' Council. Chairs give input to your deans.
3. FA/FN Grades: Donna Price and Sheila Bryant discussed the appropriate assignment of FA/FN grades and handed out a brochure. I have it in print if anyone would like to see it.
4. Late Grades: Telaina Wrigley discussed faculty turning in late grades and the effect it has on financial aid and running reports (academic probation/suspension, etc.). Dr. Speck said this is very serious issue and that there is rarely any excuse for late grades (exceptions would be serious illness, death in family, etc.). This issue will be discussed further at Deans Council.
5. Date Faculty Return in Fall: Complex issue with the new common calendar and faculty contracts. Date for faculty return in Fall 2004 not determined at this point.
6. Departmental Awards: Memo went out to all department chairs regarding honors and awards. The deadline for submitting information for inclusion in the program for Honors and Awards Day is **March 12, 2004.**
7. Performance Funding Points: Memo from Dr. Hoppe to Dr. Speck.
8. 120-hour Credit Reductions: Joe Filippo mentioned that departments who have not finalized their programs to meet the 120/124 hour requirement need to get that in as soon as possible.