

Council of Chairs' Meeting  
Minutes  
April 29, 2009

**Attending:** Dunbar, Koehler, Sturgeon, Blanton, Chen, Kruger, Tamera Murdock (for Filion), Mirkin, Novak, Breytspraak, Mardikes, Swallow, Sandreczki (for Kilway), Vaught (for Martin)

**Absent** (excused): Diane Filion, Gary Ebersole, Michael Smith, Clancy Martin

**Dean's Office:** Vorst, Stroik, Vaught, Neuman, Sandreczki

**Guest:** Jennifer DeHaemers, Assistant Vice Chancellor for Enrollment Management

**Information:**

**Commencement:** May 8<sup>th</sup> at 1:00 and 4:00 p.m. UM President will be attending the 4:00 p.m. ceremony – we need a good turnout of faculty.

**A&S Graduation with Distinction Luncheon:** Will be held on Thursday, May 7, 2009 from 11:30 – 1:00 in Pierson Hall. Dean Vorst asked for one member from the department to attend; the department may pay for the ticket. Others are invited; however, they will have to purchase their own ticket (note: the Dean misspoke in the meeting about this; so please take note that this was the original policy). Chairs were advised to contact Karen English for more information.

**Guest:** Jennifer DeHaemers, Asst. VC, Enrollment Management

Asst. VC DeHaemers provided the Chairs with a handout about the importance of faculty in the recruitment process. She provided some general information regarding the operation of the Welcome Center and asked for the Chairs to share some issues and/or concerns they had regarding the Welcome Center.

Several of the chairs expressed concerns regarding the Welcome Center personnel not notifying the departments when students/parents had cancelled their appointments or had not checked in.

DeHaemers responded that it was the “policy” that personnel was notify departments/advisors and that she would reinforce the policy with personnel.

The Welcome Center voicemail was another concern among Chairs; it seems that you never get to speak with a person; you always get the voicemail; and they rarely get return calls.

Dehaemers responded that there are 2 incoming lines at the Welcome Center. When both lines are busy they roll over to full-time staff. She suggested that she will look into having a separate line established for advisors to call.

Dean Vorst asked Chairs to provide the Welcome Center with lists of summer advisors including their schedules.

**Discussion:**

**Budget Update:**

Dean Vorst announced that there was nothing new to report at this time except that the Fiscal Officers had been told that we expected a flat budget for the 2010 FY using 2009 FY budget.

**Retention Plan for College:**

Chairs were provided with the draft retention plan to review and comment on.

Several Chairs expressed concern with the current A&S 100 course. They reported that some students have expressed their complaints about the course, saying it was “boring” and a “waste of time” while others (especially the pre-med and pre-health sections) were deemed quite good. There was a recommendation that the College offer a freshman seminar course that would be taught by full-time faculty.

Other recommendations given were to work with Advancement to create scholarships for transfer students.

Chairs were asked to forward other comments to Dr. Sandreczki.

**Strategic Plan:** Chairs’ Committees Reports:

**Academic Program:** Nothing to report at this time. Next meeting date, May 6, 2009.

**Faculty & Funding:** No Report Given

**Marketing:** Report given by Assoc. Dean Tom Sandreczki  
Assoc. Dean Tom Sandreczki reported that John Verssue, Marketing & Media Services is currently working on the College marketing plan and will meet with the committee this week to present the plan.

**Last 10 Minutes:**

Interim Assoc. Dean Dale Neuman reported that he was currently working on a revised Travel Policy and would have a report ready for the next Chairs’ meeting.