COAH Chairs Meeting  
28 Feb 2018  
Minutes/Notes

Attending: Shelly Elman (Theater), Pauline Gagnon (COAH Dean), Steve Goodson (History), Kevin Hibbard (Music), Emily Hipchen (English – proxy for Meg Pearson), Robert Lane (Philosophy), Clint Samples (Assistant Dean), Kevin Shunn (Art), Jeff Zamostny (Foreign Language)

Meeting was called to order by Dean Gagnon at 10:31.

Agenda

1. January Minutes (Discussion)
   a. Department roll outs for Engage West should be completely drafted by April 30.
   b. College rollout will be at the General Faculty meeting on May 1.
   c. There was a question about moving meeting times to 10am in the Fall; this is in progress and Dean Gagnon will follow up.

2. Updates from the Assistant Dean
   a. Orientation Information Sheet/Schedule
      i. Note that the schedule the same as last year with some changes to content.
      ii. Note that this is just a draft schedule; the final schedule will come nearer to orientation and will include instructions for each department.

3. Theme Year Committee (2019-2020)
   a. Committee needs a representative from Art and one from English.
   b. Current committee: John Garner (Phil), Emily Hunt (Music), Joe Monaghan (Theatre), Ken Adams (History), Kyle Lawton (Foreign Language)
   c. Goal is to have a couple of meetings toward the end of the semester.

4. Foundation Activity
   a. Having a good year (see handout)
   b. Going to have reports from foundation every three months that include name of donor, kind of donation, and address
   c. Thank you notes encouraged. Dean Gagnon has cards we can use.

5. Momentum Year
   a. By Mar. 9 Dean Gagnon needs drafts (before the chairs academy) to know what we’re thinking about our nine essential hours for our metamajors in art and metamajors in humanities
   b. See Dean Gagnon’s handout for notes from the Momentum Year meeting about the 9 essential hours
   c. David Newton will be sending a Qualtrics survey to the chairs about the metamajors inventory which will become part of the discussion
   d. College has to submit information on Mar 15.
   e. Potential models for courses for metamajors
      i. Do we want to build a class?
         1. “Pathways in Social Sciences” – 2000-level course in COSS
            a. Will get the syllabus from N. Jane to share
ii. If we do want to build a class, could it combine A&H and not have two courses? (Can we have a three-hour course for both included in the nine required?)

iii. Time is an issue in building a new course: do we have enough?

iv. What about using FYS classes for our 9 hours?

v. What about using a designated XIDS2100: Arts and Ideas?

f. Subcommittee for working on this course/nine hours issue:
   i. Bob/Jeff from the humanities
   ii. Kevin/February from the arts
   iii. As the committees and the chairs discuss, please copy Dean Gagnon, Clint, and Elizabeth on emails

   g. How many students will be metamajors in Arts or Humanities? How will this affect scheduling?
      i. Dean Gagnon thinks a single section will be sufficient.

6. TRUTH events (information and reminder)
   a. Lee McIntyre, 6 Mar 2018, 7-8 pm Kathy Cashen – event
   b. Reception for Lee McIntyre at 6pm in HUM lobby
   c. Forum on Truth, 18 Apr 2018, 7:30-8:30 pm Kathy Cashen – event
   d. Donors have been invited and parking is being managed.

7. Stellar and PT Review
   a. Note that the language of stellar is in the handbook and that this language must be part of the letter from the department if the PTR is stellar.
   b. There are only three options for PTR: Unsatisfactory, Satisfactory, or Stellar.
   c. Funds for the stellar PTR comes from the provost, not the college.
   d. Fund are not a salary bump but PD money.
   e. Dean Gagnon said that we can deal with the language at the departmental level since the language itself is in the handbook and thus doesn’t need addressing there.
   f. Question of “community engagement”: are departments working on this as part of PTR?
      i. We are being asked to review “community engagement” as part of our aspiration for Carnegie status—if it’s there, we should report it.

8. COAH Elections
   a. See handout for rotations.
   b. Please make sure this information is disseminated to everyone.
   c. If you don’t have a nomination method in your department, there needs to be one.
   d. Department chairs need to send nominations for Senate positions right away.
   e. Yvonne sent a deadline when she sent FAC email recently (check this).
   f. August 1—Chairs need to send members for COAH committees.
   g. Mar. 30—Faculty Recognition Awards due

9. P Cards
   a. Audits in progress.
   b. Might be new rules that result in a noncompliance email.
   c. Jenny Ingram will come to any department to explain things if needed and says they will be working on sharing information about changes directly to departments.
10. Diversity and Inclusion
   a. LDI: conversation about D&I: Recommendations?
   b. Note that there’s a lot “coming down the line” about this.
   c. Note COAH’s minority student recruitment package for outside recruitment from other institutions.
   d. We have sent in many COAH courses and activities [ex: History of LGBTQ+ in Public History]; maybe it’s time for another request for information?

11. Next year Dean’s Signature Series events
   a. Agreement that these seem to be working.
   b. Dean Gagnon’s cost analysis: this year we broke even.
   c. People are attending, though it’s program specific, largely
   d. Retired faculty and alums love it.
   e. Ideas for improvement:
      i. shorten to 45 mins?
      ii. rethink wine is service because it’s expensive as it is now
   f. Dean Gagnon will be asking for information for next year soon; mailer needs to hit in our community about Aug 1.
   g. By May 23 chairs meeting, everyone should have submitted details on the DSS.
   h. Last official TRUTH event is the discussion on Apr 18. No reception, but a dinner.

12. Rob Kilpatrick requested May meeting move
   a. May 23 is okay.

13. Active Shooter Training
   a. Time to do it again.
   b. Departments should contact Tom Saccenti for training (though in some cases this is being organized already).
   c. Now being done by building and everyone whose office is in a building attends.
   d. Keep an eye out for the email to know where and when it will be (TLC); others need to contact Tom.

14. Majors Fair?
   a. Table inequities apparent still. (No one puts COAH in a corner!)
   b. 300+ students attended.

Meeting adjourned at 11:38

Respectfully submitted, Emily Hipchen for Meg Pearson