

Department Chair Meeting Minutes

Wednesday, November 12, 2003

The bimonthly department chair meeting was held on Wednesday, November 12, 2003, at 3:00 p.m. in the IDEAS Center. The agenda and copies of other handouts were distributed as needed.

Mr. Spradling convened the meeting and made the following announcements and/or discussed the following agenda items:

1. **Evaluation Training** - Training for all instructional division supervisors who evaluate employees under their supervision will be conducted on December 10, 2003. The training will be conducted in the IDEAS Center as a part of the department chair meeting. It is expected to take approximately two hours to complete.
2. **TASP Requirements** – Mr. Spradling announced that the requirement for students to pass the TASP test before being allowed to graduate has been waived pending a new submission in January, 2004. Students needing remediation should still be assigned to those courses that will help them succeed in their respective programs. Discussion ensued. Questions were asked and answered; examples were given.
3. **Graduation GPA** – Mr. Spradling discussed the practice of allowing a student with a program GPA of 2.0 or better to graduate as opposed to having a cumulative GPA of 2.0. Discussion ensued. DCs were asked to forward their thoughts or comments to Wayne Blinka for information and review. He is part of a committee that has the charge to determine the impact on graduates if this practice was changed.
4. **DL Development Grant** – Mr. Spradling announced that grant funds were available to assist with distance learning course development. Anyone interested should contact Lance Zimmerman.
5. **B-On-Time Loan Program** - Mr. Spradling distributed a handout that provided information on a B-On-Time no-interest loan program that will be initiated in January 2004. The program allows loans to be ‘forgiven’ if the student graduates on time and has a GPA of 3.0 or better. Approximately \$20 million is expected to be available the first year of the program.
6. **Capital Equipment Requests** - Mr. Spradling asked if all Capital Equipment Requests could be completed by November 21, 2004. He stated that it appeared that all requests that have been received so far could be funded. He hoped to have all requisitions received, reviewed, and completed by December 1, 2003.

There being no further general business, the meeting was adjourned at approximately 4:15 P.M.