School of Education and Professional Studies
Council of Chairs meeting minutes
2013 – 2014

- September 4, 2013 – COC minutes
- October 16, 2013 – COC minutes
- November 20, 2013 – COC minutes
- December 17, 2013 – Informal meeting scheduled, cancelled due to weather
- January 29, 2014 – COC minutes
- February 19, 2014 – COC minutes
- March 12, 2014 – COC minutes
- April 2, 2014 – COC minutes
- May 7, 2014 – Informal meeting, no minutes
School of Education and Professional Studies
Council of Chairs Meeting
9/4/2013
11:30 am – 1:00 pm


Absent: M.P. Bigley


➢ Budget - There was an overall 5% budget rescission in January 2013; however, 3% percent of the rescission was returned to the University. The Provost has reserved 2% but has allocated the remaining 1% for new positions. SEPS has received approval for three new positions.

➢ Bookstore issues - M. Alfano asked chairs to encourage their faculty and students to use the bookstore. By supporting the bookstore, students will benefit from scholarships and employment. The chairs offered feedback and the dean suggested that a committee be formed to review concerns about textbooks and student expenses.

➢ Minority Taskforce Retention - M. Alfano requested that chairs send recommendations of students who could represent SEPS on a minority taskforce committee. This committee will focus on supporting students of color towards the completion of their degrees.

➢ Departmental advisement – M. Alfano reported that there will be more emphasis on departmental advisement. A university/school-wide advisement model is on the university agenda. It has been reported that there is a direct correlation between high quality departmental advisement and program completion.

➢ Innovation Fund – M. Alfano encouraged chairs to submit ideas for an RFP to the Provost’s Innovation Fund to support student success from entry level to program completion and into their professional lives.

➢ B.O.R. – M. Alfano reported that The Board of Regents for Higher Education has developed a set of metrics which will be utilized by the four state universities; 12 community colleges; and Charter Oak College. One of the metrics is program completion and employment/earnings tracking for our students.

➢ Steering Committee for Online and Hybrid Courses- M. Alfano requested that the chairs send recommendations to him for faculty to sit on a steering committee to study the success/quality of online and hybrid courses at CCSU.

➢ Early Academic Alert – M. Alfano encouraged chairs and faculty to take advantage of the academic alert system. He stressed the importance of reporting non-attendees; it is important both for student success and for the accuracy of the fall census.

II. New Position Template clarification – M. Alfano clarified to the chairs that the new position template is for requests for previously vacated positions or emergency positions that have expired and not for new positions. If there is a need for a new staff member, the dean suggests submitting the request as well as the justification for the need. This is a priority for the Provost; the dean asked for requests to be submitted to him by Friday, 9/6/2013.
III. Advisement template – M. Alfano requested that each chair complete a sample advisement sheet for a student going through their program. The purpose of this advisement initiative is to provide more accountability for student advisement from program entry to program completion. This process is in the very early stages; therefore, M. Alfano has asked that the chairs report any problems that crop up while they document the expected progression of a typical student. He requested that the templates be ready by the next Council of Chairs meeting.

IV. Brag Sheets – M. Alfano will be meeting with CCSU’s Central Design chair with regard to the SEPS brochure. He requested that each chair submit brag sheets by Friday, September 6, 2013. The brag sheets should include faculty achievements, community initiatives, and the achievements of undergraduate and graduate students.

V. Office Coverage – M. Alfano stressed the importance of the President’s directive for office coverage. All departments must have office coverage from 8 am to 5 pm, Monday through Friday. If there is no other option but to have an office closed for a period of time, he requested that a professional looking sign be placed on the door directing students to the dean’s office for assistance. M. Alfano announced that A. Sarisley will be transferring to the Department of Teacher Education on October 2, 2013.

VI. Departmental webpage updates – M. Alfano requested that the chairs review their departmental webpages looking for issues, links that are not working, and information to be added, deleted or updated. This is essential in providing access to program information and to meet the requirements of the many upcoming accreditation visits.

VII. AAP-1 completion for searches – M. Alfano requested that the departments with approved searches submit the AAP-1 forms to the dean’s office as soon as possible.

VIII. Leading from the Middle workshop - M. Alfano distributed the Leading from the Middle workshop flyer. The one day workshop will be scheduled in October (date to be determined) and he invites all chairs and staff to attend. The confirmed date will follow.

IX. Cross departmental collaboration – M. Alfano welcomes ideas regarding research, creative activity, community engagements, and overlap of interests within departments. He strongly encourages chairs and faculty to bring these ideas to his attention. He will try to utilize resources through the dean’s office to support these endeavors.

X. Announcements/Reminders/Other
   - E. Wilson reminded the chairs to submit their winter/spring schedules to her by 9/6/13.
   - A. Pautz will represent the certification officers at the State Department of Education meeting on Thursday, 9/6/13, focusing on new Master’s Degree requirements. DOE will send the proposal to A. Pautz; she will forward to the chairs and requested feedback before she attends the meeting.
   - C. Mulcahy, President of SEPS GC has extended the vote for approval of the bylaws until 9/10/13. The Faculty is strongly encouraged to vote.
   - A SEPS chair representative for the faculty senate is needed. E. Retelle put her name forward, and there were no objections. E. Retelle is now the official SEPS chair representative for faculty senate.

The meeting adjourned at 1:00 pm. The next meeting is scheduled for October 16, 2013.
School of Education and Professional Studies
Council of Chairs Meeting
10/16/2013
11:30 am – 1:00 pm


Guest: Provost Lovitt

I. 9.4.2013 Minutes
There were no corrections to the minutes from the September 4, 2013 meeting.

II. Provost Lovitt - M. Alfano welcomed the Provost to the SEPS Council of Chairs meeting. Each semester, the Provost attends a Council of Chairs meeting. He stated that this was a routine visit and that he did not have a specific agenda. He briefly discussed student enrollment, new program development, and the overall impact of these factors on the University budget as well as the PT faculty budget. He welcomed suggestions from the chairs as to how his office could be more helpful in terms of better communication. Additionally, the Provost stated that although the current system of data collection and assessment was adequate, there is a strong need for commercial software for NCATE accreditation. Several companies are being examined at this time. A discussion ensued among those present on topics including enrollment, PT budget reduction, growth of specific programs, satellite programs, new faculty positions, and the possibility of creating more weekend programs. The dean stated that each department is unique in terms of student enrollment, program reduction and program development, as well as the need for increase or decrease of faculty. He will be meeting with each department chair to discuss these specific needs.

III. Part time lecturer budget update

i. The data – The dean distributed an overall cost comparison spreadsheet of the part-time lecturer budget provided by the Provost for FY 2009 through FY 2013 for the School of Education and Professional Studies. The dean reported that a more detailed report broken down departmentally is being prepared by the dean’s office and will be distributed to each department chair. The dean is asking that once received, the chair review the data and plan to meet with him individually.

ii. Time line for departmental non-contractual release data reports to dean: Friday, November 1. The dean has requested that each chair review non-contractual release data. He will meet with each chair individually to discuss the expectations/work product for each faculty person receiving reassigned time.
IV. Applied research within SEPS – The President and the Provost through the Central Office of the CSU System stress the importance of applied research. M. Alfano states that this has been given a high priority and that he needs to collect input from the chairs as soon as possible. He states that there are two leading questions:

1) What are some areas of applied research in which faculty in their department contribute to teaching values in the State of CT?

2) Are there areas of applied research in which faculty can collaborate with other departments or other CSU institutions?

V. COC Subcommittee Formulation – M. Alfano states that four sub-committees will be formed, and each will be led by two chairs. The outcome is as follows:

- Student/faculty research committee – The purpose is to develop a mechanism to collect data of faculty/undergraduate research. This research is defined as creative activity that the undergraduates are engaged with faculty within SEPS, but outside of the classroom [D. Gonzalez-Sanders, A. Ayalon].
- SEPS nepotism policy committee – The purpose is to develop a nepotism policy and procedures for SEPS [M. Beck, H. Abadiano].
- SEPS non-contractual travel policy committee – The purpose is to develop a non-contractual travel fund policy to ensure a transparent and equitable distribution of travel funds [E. Retelle, M. Levvis].
- SEPS scheduling committee – The purpose is to investigate the current scheduling of courses, more specifically classes on Fridays in SEPS. The upper administration believes that if more students attend classes on Friday, they may be more apt to be engaged in campus culture which could positively impact retention and graduation [C. Tait, K. Kostelis].

VI. Dr. Abadiano - Reported to the Council of Chairs about concerns of professional development initiatives and the need for professional courtesy in proposing courses which might logically fall within another discipline than one’s own. It was suggested that the appropriate contact for these matters is Christa Sterling. M. Alfano will contact Christa Sterling for her assistance with this concern.

VI. Syllabi distribution – ombudsman email – M. Alfano reported that there have been instances in all four schools in which faculty members did not provide a syllabi to their students. He strongly encouraged the chairs to require their full time and part time faculty to adhere to the syllabi distribution policy.

VII. Reminders:

- “Leading from the Middle” - October 25, 12-4, Marcus White Living Room
- Faculty Load sheets are due to E. Wilson by Friday, October 18.

The meeting adjourned at 1:00 p.m. The next Council of Chairs meeting is scheduled for November 20, 2013.
School of Education and Professional Studies  
Council of Chairs Meeting  
11/20/2013  
11:30 am – 1:00 pm


I. 10.16.2013 Minutes  
There were no corrections to the minutes from the October 16, 2013 meeting.

II. Announcements

a. Study abroad course pre-approval form – The dean distributed and reported that the Center for International Education has constructed this new form to streamline the current study abroad process.

b. E-newsletter – The dean publicly thanked C. Ciotto for volunteering to become the SEPS ConneCTion E-newsletter editor in chief in support of the dean’s office staff. The newsletter will be launched in December 2013. It will focus on current student, current faculty, CCSU faculty, former CCSU students, and more. The goal is to recognize SEPS honors, research, advisory councils, student highlights, alumni, and conference participation. Each edition will showcase two SEPS departments. The dean distributed the schedule and template to the department chairs.

c. Dean’s merit-based scholarships 2014-2015 – The Provost announced to the dean that there will be $25,000 in the form of scholarship money to distribute to students in FY2015. The dean is looking for suggestions as to how to distribute funding strategically across SEPS. He asked the chairs to discuss the matter with department faculty and be prepared to offer suggestions at the next Council of Chairs meeting.

d. FYE classes and SEPS- Faculty representation for new model – The dean provided background about where FYE is heading on campus. It currently has a significant drain on the PT budget and it has been decided that SEPS will no longer provide faculty for FYE; C. Pudlinski’s office will be notified. The President has done significant research regarding FYE across campus and the outcome has shown that there is little or no impact on retention. FYE campus-wide is in the process of redevelopment. The provost and president are gathering a small group of faculty who will be representative of all of the schools. The dean asked the chairs to submit names to him of any faculty with expertise in this field or who has interest in this topic and he will forward to the Provost. (Note: Following this meeting, the decision to no longer support the FYE program was reversed.)
III. Part time lecturer budget update and future directions

- *Planning for fall 2014* – The dean thanked the chairs for their timeliness and receptiveness to changes in the PT budget and non-contractual reassigned time. The dean thanked E. Wilson for her work regarding budget and spoke of the future direction of the budget. The SEPS budget was looked at departmentally and longitudinally over the past 3 years. This data was used to determine the projected PT budget for FY 2015. The Provost has communicated to the deans that the budgets will be examined very closely. If departments exceed their allotted budget, the overage will be deducted from next year’s budget.

E. Wilson distributed a spreadsheet to each department chair indicating enrollments over the past 5 years, the decline and the recommendations to the number of sections to offer. E. Wilson stated that these are meant to be guidelines in constructing schedules for fall 2014. All of this data was converted to actual PT faculty credits for the upcoming academic year. A lengthy discussion occurred following this topic.

- *Accreditation and other department financial outlays* – The Provost has charged the deans with working more closely with departments to define work that is considered part of faculty life or service as compared to what is above and beyond the expectation of contractual service. The Provost stated that the current culture on campus is getting out of control and is negatively impacting the budget. The deans need to scrutinize budgets and reduce escalating costs. The chairs raised a concern of faculty regarding the *distinction of service to the university and department vs. compensated 10.12.1 work.*

IV. SEPS supplemental travel policy (submitted by the COC SEPS non-contractual travel policy sub-committee)

- The dean asked for feedback or concerns regarding the tentative SEPS supplemental travel policy generated by M. Levvis and E. Retelle. A discussion occurred. The dean suggested that further concerns and changes regarding the new tentative policy need to be submitted. The chairs were agreeable to online feedback. Once completed, a draft will be distributed and an electronic vote of the chairs will take place. The dean is anxious to get this out to SEPS faculty to utilize.

V. Mary Pat Bigley – Policy considerations from the Provost’s Enrollment and Retention Plan

- M. Bigley distributed a handout of policy changes from the Academic Standards Committee. She is looking for feedback on each item from the SEPS chairs before policies go up for vote.

- Spring 2014 SEPS specific undergrad and grad open houses – The goal is to increase recruitment. The dean wants to invite potential students who show interest in SEPS but who have not committed to the university to come to campus open houses and meet with faculty members who have full knowledge of programs.
VI. Provost’s Innovation Fund

➢ Departmental initiatives regarding recruitment and retention
The Provost will be sending out proposals to the departments with regard to recruitment and retention. The dean is asking chairs to come up innovative ideas to recruit, increase enrollment and maintain retention. The dean stated that he would support sound ideas and would commit resources to this effort.

➢ Advisement innovation (student and new faculty). Funding will also be targeted to innovative models for advisement.

VII. COC Subcommittee Updates

➢ SEPS scheduling committee (PRIORITY) – The dean has asked the sub-committee, C. Tait and K. Kostelis, to move forward quickly with recommendations. The Provost has indicated to the deans and associate/assistant deans that CCSU is currently considered a 4-day a week university; he wants to reverse this trend.

➢ Student/faculty research committee – A. Ayalon and D. Sanders reported their findings. The dean established that more information was required. The dean reiterated their role as the sub-committee members, and stated that their goal is to operationally define what student/faculty research is, build an instrument to capture it, as well as capture what is already occurring.

➢ SEPS nepotism policy committee – The dean asked the subcommittee, M. Beck and H. Abadiano, to actively move forward to create the SEPS nepotism policy. M. Beck reported that a rough draft has been created and they will have it ready for review by the next Council of Chairs meeting.

The meeting adjourned at 1:00 p.m. The next Council of Chairs meeting is scheduled for January 29, 2014.
School of Education and Professional Studies
Council of Chairs Meeting
1/29/2014
11:30 am – 1:00 pm


Absent: H. Abadiano

I. Call to order and approval of 11.20.2013 COC Minutes
There were no corrections to the minutes of the November 20, 2013 meeting.

II. Announcements
   a. Summer/Fall Schedule: E. Wilson advised that summer schedules are due to her on 2/3/14 and fall schedules on 2/10/2014. She reminded chairs of departments offering undergraduate courses to include an FYE section.

   b. New Hires: There are going to be 11 new hires in SEPS, which represent over half of CCSU’s new hires. This led to a discussion of space needs. Space will be opening up in Vance that will allow facilities to take 2 classrooms off-line in Barnard. This will provide long awaited space for the Advisement Center as well as 4 new faculty offices.

      A total of 9 new offices are needed. Because R. Bachoo has a 3-5 year plan to renovate Barnard, it seems best to leave faculty in their existing offices for the time being, and move them only as needed when the renovation is underway.

      The Chairs discussed this issue of hiring and retaining diverse faculty. Because diverse faculty are in very high demand nationwide, recruitment and hiring of this group can be difficult. This is exacerbated by the fact that we are unable to provide new faculty with sign-on bonuses etc. A lengthy discussion ensued.

III. FYE and SEPS

   FYE classes and SEPS- The Provost has asked that we add FYE back into the SEPS program for Fall 2014, continuing with the current model. Course schedule proofs are being distributed this week and any additions or changes can be included in the proofs.
IV. Subcommittee Reports

a. **SEPS supplemental travel policy (submitted by the COC SEPS non-contractual travel policy sub-committee):** The SEPS Travel Funding Policy was distributed to all present; a copy will be kept in each department. The Dean advised that the purpose of this policy is to support creative activity, especially for junior, non-tenured faculty. The new policy is in force now, but is not applicable to prior travel arrangements. The policy will also be put on the SEPS website.

b. **SEPS nepotism policy committee:** The Dean explained that current CCSU nepotism policy does not include academic nepotism. Our nepotism policy will be tabled for the time being, but may be taken up for consideration by the University.

c. **Creative Activity-Undergraduate/Faculty:** A. Ayalon and D. Sanders-Gonzalez indicated that at present, there are only 3-4 faculty engaging in this type of work with undergraduates. The intent of this instrument is to capture a baseline; at the end of the academic year, each department will compile an updated version of the report, which will be aggregated into a final report for the Provost. The Dean thanked both A. Ayalon and D. Sanders-Gonzalez for their efforts on this project.

d. **SEPS scheduling committee:** Because the majority of SEPS undergraduates have field experiences or clinical practica scheduled on Friday, faculty members typically use this day for field observation of students. In addition, because the majority of SEPS graduate students are employed, they would not be able to attend a daytime class on Friday. The Dean voiced his appreciation of the effort spent in developing this report.

V. Climate Survey Data

The Dean shared raw data from the recent Climate Survey (Fall 2013) but stressed that data are not to be shared at this time. One common concern shared by both faculty and students is that communication, SEPS-wide and department-wide, could be improved.

E. Retelle suggested that informal social events for faculty and staff be planned. She proposed that a happy hour at the golf course the Thursday before spring break and offered to take responsibility for organizing this.

Next Steps: Each department was asked to identify a faculty member to sit on a cross department task force to improve working climate. Names should be submitted to the Dean prior to the next COC meeting.

VI. Redesign

The Dean is working on Teacher Prep redesign. He will be contacting individual departments to discuss upcoming changes.
VII. SEPS connection E-Newsletter; TE & SE

*E-newsletter* – The dean expressed his appreciation for C. Ciotto’s leadership in spearheading the SEPS ConneCTion E-newsletter. The newsletter is distributed widely, both on campus and to the alumni network, donors etc. It has been well received both in the CCSU Community and outside of CCSU. Dean Alfano is asking that chairs provide him with information for future newsletters and noted that the next issue will include a Jamaican component.

VIII. Innovation Fund RFP

*Departmental initiatives regarding recruitment and retention.*

A memo requesting Concept Papers was distributed to all. The Dean encouraged all to apply for funding. He recommended working across departments where possible. Requests are due by February 28, 2014.

Concern was expressed that the objectives identified in the proposal were not particularly applicable to Graduate Studies. One suggestion to address this concern was that graduate departments might propose to provide scholarships to graduate students to increase diversity in the Graduate School. Ideas for other departments were also discussed, and focused primarily on recruitment and retention.

The meeting adjourned at 1:00 p.m.

The next Council of Chairs meeting will be held on February 19, 2014.
School of Education and Professional Studies
Council of Chairs Meeting
2/19/2014
11:30 am – 1:00 pm


Absent: M. P. Bigley, E. Wilson, A. Ayalon

I. Call to order and approval of 1.29.2014 COC Minutes
There were no corrections to the minutes of the January 29, 2014 meeting.

II. Announcements
a. Upcoming Programs: E. Retelle announced that SEPS will be hosting two upcoming talks on the subject of Education Reform. E. Retelle and M. Alfano have been working with former gubernatorial candidate Ned Lamont on this. The purpose of this initiative is to begin a conversation with parents, students, teachers, principals, legislators and state officials on the impact of Education Reform. The first event, focusing specifically on the student perspective, will take place March 1st (1:00 – 2:30). The second gathering on March 29th (11:30 – 4:00) will be for the larger group including parents, students, education professionals, legislators, etc. This event is scheduled in Memorial Hall. Please note that lunch will be served and that seating is limited. It is also hoped that the event will be videotaped and will air on NPR.

b. Annual Network Reception: E. Retelle announced that the Keynote speaker for this annual event will be the East Hartford Superintendent of Schools. She provided a brief overview of the program.

c. Student Travel: M. Levvis announced that nursing students will be traveling to Jamaica over spring break.

d. Upcoming Event: K. Kostelis informed that March 1st is the 2nd Annual CT High School Dance Festival.

M. Alfano reminded everyone to send him information on upcoming events so that they can be publicized.

e. Search Committees: M. Alfano updated the COC on searches. They are well underway and he is very impressed with the candidates so far.

III. Budget
Budget Update: There has been a $2.6 million budget rescission, with a likely additional $2 million to be taken away, yielding a total rescission of $4.6 million. This will clearly affect each school’s starting budget for the AY 2015 year.
M. Alfano and E. Wilson have been working closely to show a flattening, if not a modest increase in enrollments. Hopefully, this will offer some modest protection for the SEPS allocation. We need to boost enrollment in SEPS’ programs and each department is advised to take ownership for student recruitment and retention.

**Effect of Rescission:** Due to the projected cuts, any department that is in the process of a search needs to get it done as soon as possible. The budget reduction may also impact one time, big ticket requests.

Additional declines in enrollment will be felt at the department level. Additionally, some student programming may be eliminated.

**Part Time Lecturers:** This fall the university was three quarters of a million dollars over the previous year’s part time lecturing budget. This was due to the fact that there are full time tenure track positions that are open. Discussion continued on the budget with regard to how cuts were being made and how the future budget will be allocated.

IV. **Innovation Fund Proposals**
   Innovation Fund Proposals are due the 28th.

V. **Department Page Audits**
   M. Alfano is requesting that each department have their administrative assistant audit the department’s web pages so that they can be updated. The Deans office will aggregate the feedback and make the changes.

Discussion about how to maintain and update the website ensued. M. Alfano said we might possibly hire a consultant to make changes or utilize Grad Students or interns.
H. Abadiano suggested that each department have the secretary trained to make changes.

VI. **Redesign**
   Initial meetings have happened.
   The plan entails 3 major ideas:
   1. Division and merger of departments
   2. National Organization that will bring the philosophical and conceptual core of the program and bring together the core group-departments etc.
   3. Taking the redesign forward. There will be a new faculty governance body that will be called CTEC (Central Teacher Education Committee) charged with this task. The critical work of CTEC is to define the partnership model.
   A discussion ensued.

The meeting adjourned at 1:00 p.m.

The next Council of Chairs meeting will be held on March 5, 2014.
Absent: H. Abadiano, K. Kostelis

I. Call to order and approval of 2.19.2014 COC Minutes
There were no corrections to the minutes of the February 19, 2014 meeting.

II. Introduction: Dr. Mel Horton, Assistant Dean for Assessment and School/University Partnerships
M. Alfano introduced M. Horton to the Council of Chairs. M. Horton shared her background and her vision for her new position. This led to a discussion of e-portfolios and a discussion of Dr. Horton’s role relative to the Office for School/Community Partnerships.

III. Announcements
- *Ed. Reform event:* E. Retelle advised that she sent out the e-vite for March 29, 2014 event. Discussion ensued about participants and what the program will cover.


- M.P. Bigley informed the Council about the Future Teachers Conference to be held at CCSU on May 20, 2014. Between 300-400 potential future teachers are expected to attend. This even, was previously held at ECSU, is being sponsored by CREC and LEARN.

- E. Wilson reminded everyone that she needs the faculty load reports by this Friday.

- Tomorrow, March 13, 2014 is the Graduate Studies Open House.

IV. Budget
*Departmental Budgets:* Some departmental budgets are on track, but others have exceeded the budget figure given earlier. It is possible that any overage could be taken out of next year’s budget.

V. Innovation Fund Proposals
The deadline for Innovation Fund Proposals has been extended.

VI. Searches
Most of the current faculty searches are well underway or have concluded.

VII. Redesign
M. Alfano has presented the redesign plan numerous times to a variety of different audiences. Currently, dialogue remains open. Clarity and final decision making will start in the next several weeks.

The meeting adjourned at 12:50 p.m.

The next Council of Chairs meeting will be held on April 2, 2014.
School of Education and Professional Studies
Council of Chairs Meeting
4/2/2014, 11:30 am – 1:00 pm

Absent: H. Abadiano, M. Levvis

I. Call to order and approval of 3.12.2014 Council of Chairs Minutes
There were no corrections to the minutes of the March 12, 2014 meeting and they were approved as written.

II. Announcements
- CCSU graduate Erin Brady, Miss Connecticut USA 2013 & Miss USA 2013, will be this year’s undergraduate commencement speaker.

- A campus Emergency Notification Test will be performed on April 30, 2014.

- A “Tobacco Free Campus” survey will be sent out campus wide soon.

- The BOR “Going Back to Get Ahead” program will be rolled out soon to encourage past students with 12 credits or more to return to college to finish their degrees. This program will provide 3 free of charge classes, incrementally. Charter Oak College will be heading the initiative. Further details are not available at this time.

- Graduate School enrollments are up modestly at this time and undergraduate enrollments are encouraging.

- Innovation Fund Proposals: A number of SEPS proposals have made the 1st cut, including proposals from M.P. Bigley and E. Retelle.

- Templates for annual reports for Chairs will be distributed soon. Reports will most likely be due at the end of May, but a definite deadline has not yet been announced.

- E. Wilson provided budget numbers to each department Chair for the entire 2014-2015 year. She requested that Chairs review their fall course offerings to ensure that they were not spending more than 50% of the annual budget.

III. Dr. Kostelis
K. Kostelis is serving on a task force for student employment and career preparation. She requested that all departments provide her with a list by Thursday, April 17, summarizing their efforts to prepare students for their future careers. She provided information from the School of Engineering & Technology as well as the Department of Psychological Science as examples.

IV. Promotional materials preview
M. Alfano provided a preview of SEPS promotional materials. Each department needs to review and advise if anything needs to be added, edited or deleted. Changes should be made as soon as possible via Track Changes.
V. Town Hall meeting highlights/clarification/inclusion
   Please advise M. Alfano if you would like something included or changed in his Town Hall meeting agenda. He will send the appropriate PowerPoint slides for the Chairs to review.

VI. Taskstream/E-Portfolio update
   M. Horton has determined that TaskStream is the best fit for our needs. This will allow us to migrate from our current system to an evidence/outcome-based culture. She is currently working to get approval to implement this system.

VII. Thesis/Dissertation Progress Updates
   The outcome of Thesis/Dissertation completion and faculty load credit was discussed. M. Alfano will discuss this subject further with E. Wilson and E. Retelle.

VIII. DEC membership updates
   Please send information to both M. Alfano and C. Schlenk.

IX. Departmental Mergers-Decision and Next Steps
   M. Alfano advised that a decision on departmental mergers has been made and will be implemented by spring 2015. A discussion ensued.

The meeting adjourned at 12:50 p.m.

The next Council of Chairs meeting will be held on May 7, 2014