**LA Chairs Meeting Minutes**

 **October 30, 2018**

**Present:** O. Armeanu, K. Arwood, C. Baker, J. Beeby. S. Bengert, A. Buck, J. Galbus, J. Hardgrave, D. Hitchcock, A. Mark, V. Morgan, K. Oeth, M. Roberts, S. Rode, R. Rowland, T. Schroer, S. Vogl-Bauer, E. Wasserman, K. Waters.

9:02 a.m. meeting opened by J. Beeby.

**I. Approval of Minutes - October 16, 2018**

E. Wasserman motioned to approve minutes; seconded by T. Schroer; passed unanimously.

**II. CLA Updates and Reminders (J. Beeby)**

* Priority registration – chairs should be available for coverage as needed. Early registration increases student retention
* Sabbatical applications were due yesterday
* Nomination for the teaching and research creativity awards are due November 20
* Africana studies minor, and communal studies minor were approved
* Fuquay Welcome Center opens this week
* Thank you to K. Arwood for putting together a successful faculty showcase.

**III. Advising Center Updates (R. Rowland)**

* Early registering students (honors, athletes) may contact the advising centers if they need advising. Renee is also offering a Saturday option for students
* Graduation application for Spring were due October 1
* “Advising Center hold” different from” Must see Advisor” hold may be placed on juniors for a graduation review earlier than the completion of 90 hours.

**VI. Student Success and Advising (J. Beeby)**

* Advising stats show a weaker freshman class but better retention
	+ This year’s freshman stronger than 2017; not as strong as 2016 freshman class
* There was a lively discussion regarding the article that was assigned reading for this meeting: *Student Needs Have Changed. Advising Must Change, Too.* *By Michael Anft*

**V. Announcements (M. Roberts)**

* Chairs should check the amount of office hours they have posted. Chairs should have an open office hour for every class or reassigned time that is part of their schedule
	+ Chairs who will not be present during their posted office hours, should have a backup designee such as an assistant chair, other senior faculty member or other chair provide coverage during their absence
	+ Make sure your AA knows when you are unable to be present
* Renee is offering advising training in LA 2031 for interested faculty
* Lara and CLAFDA meetings are scheduled to review application and name recipients
* Virginia Morgan will be out next week, so travel forms must be in by noon Thursday or the forms will not be processed until she returns November 12.
* **Class coverage form**
	+ Required by USI for travel
	+ Use this to request a planned absence
	+ Faculty do not have personal paid time off; sick days, bereavement and jury duty are paid time off with the absence reported and recorded on green time sheet
	+ Other absences, which should include a plan for class coverage, should be approved by dean.

The dean reminded faculty a luncheon honoring student scholarship recipients and scholarship donors will take place tomorrow on campus.

The dean tabled the final agenda item: Open items from Chairs and adjourned the meeting at 10:40 a.m.