Chairs’ Meeting

February 7, 2024

* Summer and Fall course schedules are due February 26.
* Due dates schedule on the chairs’ canvas site – let Dr. Ronnenberg or Lori Kennedy know if anything needs to be added that would be helpful.
* QM training – CIDT is creating an inhouse training to replace the rubric training. If there are any department specific modules you want included, let CIDT know. This would be for faculty that have had other QM training (DYOC or IYOC).
* HR asks that any faculty not hired as remote – need to complete their telework agreements for spring.
	+ If an employee is teleworking – they have to be in an HR approved state. They cannot work outside of the US.
* CIVITAS
	+ Executive Director of the Learning Center moved to Registrar’s Office. Dr. Shields isn’t concerned about the move at this moment since it’s not peak advising time. Please let me know if you have questions or concerns.
	+ Training schedule is out
	+ Master list of faculty is being sent to department chairs to ensure list is correct.
	+ 5 self-paced modules that need to be completed by 3/7.
	+ Formal training on 3/8 - approximately 2 hours long – comprehensive training around the modules. The second session will be held in April.
	+ Temporary pause on training through the summer and will resume training in the fall.
	+ There are a host of metrics that SE can choose from. These will be decided on as we go. Dr. Shields wants feedback on what would be important to have access to too. This won’t replace colleague or any other current system in place – but will serve as a dashboard for all of the other places (ARGOS, Colleague, etc.) to collect the information in one place as opposed to having to login to multiple things to get information for students.