**Chairs Meeting Notes**

**April 2, 2025**

* Unregistered group on campus.
  + They were not protesting but had a table.
* Curriculum Contest
  + 950 students registered
  + Registration was supposed to cut off when sections were full but did not.
  + There is a question of whether classes should be suspended on Curriculum Contest Day, or we should make it an alternative class day.
  + Schools that show up without registering put us in an awkward position.
* Ad Hoc Enrollment Committee
  + Eric Kennedy Vice Chair
  + Putting together focus groups
  + Something to report by the end of December
  + Susan Ronnenberg will be implementing Ruffalo-Levitz survey soon.

Q: Has there been any advertising for face-to-face courses?

* + - * Less advertising, other than recruitment – Blake Allen

Q: Is there still a university marketing group?

* + - * No, most items out of communications dept or recruiting
      * Not asked strategies in a while.
* Summer work schedule
  + 4 ½ days
  + Open until 12:00pm on Friday
  + Exception is the library
  + Shelly will run tours on Friday.
* Dennis Westman sent info regarding the budget
  + Forms shared with whoever runs the department and the secretary.
    - They only want one response.
  + Not room for normal wish list in the budget, but still share long-term wish list. (Email Teresa Golden).
  + Reach out with any questions.

Need for faculty travel- budget requests

* + - * Previously told it was funded through Organized Research. Travel that was budgeted in the department was for business purposes.
      * Determining if research and other faculty travel part of this form.
* Both boards had a retreat to discuss things.
  + Budgets
  + Degrees
  + OSRHE hinted at looking at low pro stats for 10 years. If new program is wanted, may have to get rid of an old one.
  + RUSO board retreat – reorganizing how they do their meeting.
* Teresa Golden is leaving for HLC Friday.
  + COI the next Thursday.
* OSRHE form for program review reporting.
  + Updating SE guide to be more in-line.
  + Updated program review schedule.
    - Uploaded to chairs site.
  + RUSO board must approve them.
* New windows are being installed in Dr. Ronnenberg’s office.
* Textbook adoptions
  + Email was sent earlier
  + If no faculty is listed, put textbook adoption pending.

Q: Why is the list so long

* + - * People did not do it.
* Civitas
  + Trainings on-going
  + Close to getting early alert up and alive.
  + Finalizing enrollment dates
  + Aviation day schedule.

Q: Request – Blue Key Faculty.

* + - * Blue Key induction ceremony.
      * Need faculty to participate tonight at 6:00pm.
* DBA and BSN program are at the next step of review.