**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.