**Chairs Meeting Notes**

**February 5, 2025**

* Canvas
  + Now have access to look at department sites
  + Extended submission of planning until the end of the month
  + There are places to submit archived documents by year
    - * Christala has been making changes to the page.
* Jennifer Swearengin is working on courses. She will let Jeremy Blackwood know when the information has been entered.
  + Please reply all so Jeremy Blackwood can notify Follet
    - Deadline to notify them is March 15

Professor Emeritus access email access

* + - * Must turn off access at least once and then be reactivated.
      * If faculty are not using their access, it will “fall off.”

Submission of Emeritus Status?

* + - * It can be submitted whenever. It will not be submitted in the board letter before the faculty retires.

Q: Who submits Emeritus status? Does the faculty submit their own or does someone else do it?

* + - * Either. Someone else can submit it, or they can submit their own.
* Follow-up Items
  + May have to do weird things with chemistry schedule.
  + Trying to resolve the issue so there are no surprises
  + Organic labs potentially being held at night
* CIDT, Distance Ed Committee & Course Reviews
  + Sandbox
  + Give feedback
  + Set up time to go through it with you
  + Self-guided, mock, and comprehensive review
  + Deadline is around Fall and filling up to capacity.
* Crooked Smile Trail is finished.
  + Final walkthrough is soon.
* Civitas
  + Working on early alert
  + Working on scheduler
  + There is training February 21, 2025
  + Training March and April, targeting Fridays
  + School of Arts & Sciences is next
* Some faculty have agreed to relocate on campus classes to accommodate the 8th grade Career Discovery Day.
* Moving stuff form the old cafeteria on Friday.
  + Must be moved out of the Science Building by May.