Agenda
Faculty Retreat
August 24, 2011
Annex Dining Room
9am-2:30pm

1. Introduce New team members
2. Computer Log In (Conditt)
3. European Trip (Jones, Cupit, Pharris) (handout)
4. Strategic Travel for HMS (handout)
5. All forms are in BLACKBOARD (HMS Community)
   a. Let Nelda know if you need any added – makes for quick access
6. Workload Policy
7. Release time or overload/ Release information for approval – prior to making schedules by October 1
   a. completed duties/accomplishments by last day of semester
   b. Must detail what you are doing specifically with those hours
8. Sick leave/time off – (Dalyce Franks-10am)
9. LIVE TEXT (Liz Vaughn-11am)
   a. $98.00 for 5 years
   b. $45.00 for 1 year (Seniors)
10. Frederick & Milford –
    a. Faculty Handbook
    b. Syllabi/Office Hours/Vita (Frederick & Milford)
    c. Work-study students (Milford)
    d. Work-study students (Milford)
    e. Outside employment form (Frederick & Milford)
    f. Equipment Removal Form (Frederick & Milford)
    g. Student organization first meetings/bulletin boards/share in classes (Milford)
    h. New Phone list (Milford)
    i. Business Cards
    j. Graduation sign up list (Frederick)
    k. User Friendly Degree Plan (Frederick)
11. Discussion of 100/300/400 (Olle, Underwood, Burr)
    a. Evaluate curriculum this semester (part of Goals) (Goal Handout) 2011/12 DUE SEPT 1
       i. Present at January Retreat
b. Eliminate substitutions/courses that do not make/independent studies/clean up degree plans (user friendly degree plans)
c. How are we trying to recruit diverse faculty?
d. Recruitment Plan for your program area (part of Goals) Due Sept 1
e. List of meeting dates for Program area to Martin by Sept 1
   i. Turn meeting minutes in after meeting please

12. CTE Grant (McClesky/Delgado/Woodward/Moreno)
13. Future Faculty Meetings/Program Coordinator Meetings (9/30;10/28;12/2-1pm-3pm)
14. Academic Partners update(Burr, Stadler)
15. QEP (Tara)
16. Ambassadors (Jones)
17. Design Center Update (Swearingen)

18. Freshman Convocation – Sept 1: 3:30 pm Coliseum (Jones)
19. COE Assessment Day – September 23; 9am-3pm Regents A&B; web enhance classes please
20. Face book/TV/SFAToday-Post once a month/cc Frederick
21. Advisory Board Meetings – How are you getting advice/what are you doing about the advice
   a. Minutes
   b. Dates set for the year due Sept 1

22. New committee list/tenure list - check for accuracy (handout)
   a. Who needs service?
23. Homecoming? (handout)
24. Quantity Lunches (Barrios)
25. FAR(Nov 16- last day)/Tenure Dossiers (October? Date will be forthcoming)
26. Advising Training (Lisa Stone-2pm)
27. Graduate Program (handout)
   a. Mitzi Perritt (10 hours/week)
   b. GRE?
   c. Process of admission/Coordinator will assign advisor/clear or provisional or probationary
   d. Committee/degree plan/thesis-non thesis
   e. 575
   f. MIS students
   g. Graduate handbook
   h. Comps/PLO
28. Program updates (Saracino; Odwyer;Swearingen;Bridwell;Olle;Runnels;Greer) – Congratulations ID accreditation. DPD site visit this year