The meeting began at 2:30pm in room 273D of the Ferguson Building. The people in attendance included the following:

- Dr. Rick Abel (Government)
- Dr. Ron Anderson (Psychology)
- Dr. Freddie Avant (Social Work)
- Dr. John Dahmus (College Council)
- Dr. Troy Davis (History)
- Dr. John Hendricks (Communication)
- Dr. Brian Murphy (Dean)
- Dr. Jeana Paul-Urena (Modern Languages)
- LTC Todd Reichert (Military Science)
- Dr. Mark Sanders (English)
- Dr. Jerry Williams (Sociology)

Dean Brian Murphy reviewed the format of the College’s Honors Banquet scheduled for May 3. The chairs indicated complete understanding about how the process was to operate. Dean Murphy next provided a series of updates on campus activities:

- The university has launched “Jack Text,” a voluntary text messaging system in which students, faculty, and staff can elect to receive notices from a range of institutional offices;
- Phone line charges will switch to a uniform $10.50 monthly charge per phone, a price that includes long distance. The expense will be deducted in a lump sum at the beginning of the academic year.
- Furlough days are scheduled for May 27 and July 1.
- The revised tenure policy has been posted on the Provost’s website. Comments should be emailed to Ms. Sharon Brewer.
- Commencement is set for May 14 at 9:30 am.
- Under a new policy, an evaluation of adjuncts should be completed by June 1. The evaluation form is located on the Provost’s website. The completed forms should be sent to the Dean’s Office, with names redacted. Any chair that completed adjunct evaluations after the Fall Semester will not be asked to conduct another round of adjunct reviews.

Dr. John Dahmus presented two proposed revisions to the College’s internship policy. After discussion, the chairs voted to accept these changes, although not unanimously. Dean Murphy presented a statement on changes to the College’s Writing Enhanced Policy in order to guarantee that it was understood. After discussion and amendment, the following statement was endorsed: “The College is eliminating the current requirement that students successfully complete nine hours of courses designated as Writing Enhanced. In its place, each department must adopt procedures to ensure that its majors receive adequate writing instruction in their disciplines. Courses can continue to be designated as Writing Enhanced until the conclusion of the 2013-2014 academic year.”

The chairs agreed that a summer retreat would take place focused on the topic of assessment. The goal will be to develop consistency and to share best practices. Dean Murphy concluded the meeting with a discussion of the current budget situation.

The meeting adjourned at 4:05 pm.