Dean’s Meeting
August 31, 2009

- Week’s Schedule – The Week That Will Be

- First Week Issues
  - No big issues – generally, things are going well

- Enrollment – Current Fill Rate = 84.3%!
  - Reviewed programs/disciplines with less than 50% fill rates

- Agenda Items for Stand Up Meeting Tuesday Morning
  - First Week Issues
  - Week’s Schedule
  - Division Chairs Checklist Meeting Wednesday
    - H1N1 Virus
    - eLearning/Outreach/IVC
  - New Faculty – Follow-up
  - PC Agenda
  - Recruitment Meeting – Thursday at 7:30am in Emery’s
  - Load Verifications – coming out this week

- New Employee Orientation – This afternoon
  - Suggestions for discussion items
    - Introductions
    - Review of orientation and their first week

- Plan to replace Judy/Dean of PTWE and Library Director Search
  - Discussed latest plan to post both positions and conduct search during Fall 2009

- Personnel Issues

- Division Chair Meeting Wednesday
  - Linda Michal – H1N1 Virus
  - Outreach Coordinators/ITV/eLearning
  - Reminders – load reports (Sept. 16th), class rosters (Friday deadline), check Faculty Finder schedules (with details), check syllabi
  - Rumor Control/Stopping the Crazies

- Other Items
  * Jerry Gee’s report – get copy to President Bell
  * Procedure on signature requirements for PDU forms – change to be reported to Senate (Pam)