**Department Chairs Meeting**

**January 5, 2012**

**12:30 PM**

**Attending:** John Fitzer, Randy Whited, David Lopes, Bill Turini (for Janice Ledgerwood), Eileen Apperson, Conrad Perez, Jeff Ragan, Marilyn Behringer, Case Bos, Barry Warmerdam, David Clark, Jan Dekker, Michael van Wyhe, David Tikkanen, Michael Sorensen

**Spring 2012 Enrollments**

* Down a little in enrollment, @ 4900 FTES total, goal is 5100
  + Can add students but don’t go crazy
  + Do not go into overload (LGI) without permission
  + We have increased caps in some classes
  + Efficiency has been increasing
  + There are still some open classes in almost all areas

**Fall 2012 Schedule**

* Should be close to final
* District still made no decision on summer, if there is one, it will be at most same size as last year, possibly smaller
* Looking at cross-linking classes to target our students
* We tried to identify students close to graduating
  + Sent out survey-only 10% response
  + Those that responded most requested IS-15 or PE
* Looking at changing catalog into 1 year instead of 2 year

**Printing of Class Handouts**

* For cost savings
* Suggest if large amounts of printing, print ahead of time and sell at bookstore at cost charge
  + i.e. multipage handouts given every week

**New Faculty Prioritization**

* Marilyn emailed results on rankings
  + Forestry/NR
  + Biology
  + Communications
  + Counseling
  + EH/AG
  + Math
* Still no idea on how many if any will be hired
* Dr. Capet is requesting a better justification-more quantitative, i.e. increasing enrollments, increasing number of sections, unique job skills of that position

**Other**

* Any progress on getting Certificates issued automatically?
  + No progress as of yet, there are issues such as evaluations and financial aid to be worked out
  + Had Michelle do a study of certificates and degrees awarded, will have at next meeting
  + Also did study on Distance Ed vs face to face on Retention and Success. Will have at next meeting as well
    - Hybrid classes were not included, but can be looked into.

**Upcoming Events and Deadlines**

* Deadline to submit Curriculum March 30
* Next Meeting: February 7, 2012 @ 1 pm