

Chairs' Council
October 21, 2008, 8:30 a.m.
Rankin Center Mecosta Room
Agenda

1. Steve Stratton, CT Contract Changes
2. Karen Bohren - Off-Campus and On-Line courses - new textbook ordering process
3. Genevieve West -- Prerequisite changes for 300-level writing courses
4. Don Flickinger -- Academic Policies and Announcements
5. Items from the floor

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21 October 2008
8:30 – 10:00 am - Mecosta Room

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Items from the Floor

I. CTA Contract

- Steve Stratton, Director of Labor Relations, passed out a copy of the CTA/MEA new agreement with highlighted changes, as well as a single page document providing the economic highlights of the new agreement. He briefly reviewed the main changes and then responded to questions.

II. Textbook Ordering – New Process for Off-Campus courses and On-Line courses

- Karen Bohren, Bookstore Manager at FSU, explained the new textbook ordering process for off-campus and on-line courses.
 - Booklet provided containing general information for faculty and reviewed contents which covered pricing, ordering time frames, new ordering process, Faculty Center Network, bundling, custom texts and digital books options.
 - Demo given showing how students can view textbook ordered by faculty and order on-line.
 - Demo given showing faculty how to register and then place order for textbooks, with Comments section available to aid bookstore in ordering. Depending on department processes if an order is placed on-line the bookstore will share information with department staff.
 - Noted the list is not “live”, but is updated approximately weekly so texts ordered will not show up immediately.
- Discussion regarding potential law requiring ISBN numbers to be provided. Although not in effect yet bookstore is working to provide this service.
- Bookstore maintains history of previous semester textbook orders – currently 2 years.

III. Prerequisite Changes for 300-Level Writing Courses

- Genevieve West, interim Department Head in Languages and Literature, provided results of data obtained from Institutional Research and Testing showing impact grades in 200 level English courses have on 300 level courses. Proposal is in the system to require grade of C in 200 level courses as a prerequisite to 300 level courses. Students who have already begun their program will be grandfathered in under previous rules, but fall 2009 incoming students will be impacted. Departments are urged to use all means available to make potential students aware of new criteria. Questions taken from floor.

IV. Academic Affairs Office Notes

- Don Flickinger, Assistant VP for Academic Affairs, made several announcements.
 - Phase IV of renovations is complete with the exception of 3 labs still in progress, and Phase V funding has been approved with decision being made on next 8 classrooms and 6 labs to be renovated.
 - Facilities Planning Process continues with long term planning in progress. Meeting will be scheduled for input so check campus wide notices.
 - Three Academic Affairs Policy Letters distributed: Undergraduate Graduation Requirements, BS and BA Degree Policy, MACRAO Transfer Policy for General Education Courses
 - Meetings being scheduled to Recap the Relationship Meeting discussions held with each college: Nov. 10th from 8-9am for Deans and 9-10am for Chairs Council. Invite will be sent.

V. Items from the Floor/Announcements

- Reinhold mentioned the federal law requirement to provide ISBNs to students will become effective in 2010
- Next Meeting - Tuesday, November 4, 2008 in Mecosta Room
- E-mail suggested discussions/topics to Reinhold prior to meeting.