

**College of Sciences
Chair's Meeting
August 3, 2006**

- 1) Getting acquainted. Safety issues. Transparency:
 - a. State Property
 - b. Computer files
 - c. E-Mail and forwarding of same.

- 2) Assessment and Web project:
 - a. standardized content within ASU formatting guidelines
 - b. History → Accomplishments → Performance → Mission → Goals & Objectives → Professional Development
 - c. Website becomes resource and institutional memory.

- 3) Update on *advising* discussion: Primarily a staff greeter issue. Inform all secretaries, student works or anyone else in a greeting capacity: *If you hear about a problem, you own it.* No negatives at any time...only positives based on helping the inquirer.

Examples:

Student: "I need to be advised."

Negative response: "I'm sorry but all the faculty are at lunch right now, you'll have to come back later"

Positive Response: "Certainly. We'll have someone ready for you at 1 PM, or would another time work better for you?"

- I will be asking for consistent office coverage with forwarded phones OR update phone recordings/door signs. Ditto for faculty with semester schedules.

- CAE now using CYA advising memos. I will advise them that they can advise ANY student at ANY time IF the CYA memo is used. OK? Suggested text for the CYA memo?

- 4) Announcements:
 - a. Training notice (see attachment)
 - b. Prep for final SOAR tomorrow and Saturday. George act on my behalf in opening additional sections as needed – particularly Mathematics.

Attachments: All ASU degrees awarded
Program Outcomes
IDEA Faculty Evaluations training for faculty, and for TAs
Update on final SOAR
Draft of summer salary confirmation for 4th class day
Academic calendar for AY06-07