MINUTES
Departmental Meeting
October 10, 2011
2:00 pm
Navy Hall 107


Interpreters: T. Fosse, S. Glowaski

Recorder: C. Andrezze

Approval of Minutes
Minutes from the September 26, 2011 department meeting were approved. (Zilz/Perner)

Fall 2011 Commencement Marshalls & Readers
Drs. Wert and Tucker will serve as Marshalls during the Fall 2011 commencement ceremonies. Dr. Knoster will serve as the Reader.

University Forum Representation
Dr. Zilz was nominated (Walsh/Perner) and unanimously approved to serve as our Representative to the University Forum.

COE Strategic Planning Worksheet Environmental Scan (SWOT)
As an initial step in the COE’s development of its own strategic plan, faculty input was solicited to identify Strengths, Weaknesses, Opportunities and Threats via the SWOT Analysis form which Dr. Knoster provided to faculty. Considerable discussion occurred, with several initial issues and thoughts being documented. Dr. Knoster will take this input back to the Chairperson Council Strategic Planning group. Faculty are asked to continue to think about this and forward additional ideas/thoughts to Dr. Knoster. Faculty may provide information directly to the Dean as well.

Announcements:
• T. Zilz: Let Dr. Zilz know if you will be submitting promotion and/or tenure documents.
• B. Wilson: If you want to purchase any materials for the Library, the money is available until May. Forward requests to Dr. Wilson as soon as possible.

Meeting adjourned 2:58 pm (Wilson/Wert).

Timothy P. Knoster, Chairperson

Date

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