

School of Education & HPER

Chair/Designee Monthly Report

Due the last working day of each month

Department Information
Chair/Designee: _____ Month/Year: _____
Program Changes Discussed
Faculty (Recognition, awards, etc.)
Teaching (Innovations, format changes, etc.)
Research/Scholarly Activity (Presentations, publications, etc. – faculty and students)
Service Activities (Faculty/Students)
Outreach/Partnership Activities
Students (Recognition, Achievements, Awards)
Recruitment Activities (Traditional, Adult, Transfer, Military, Graduates)
Retention Activities

Building or Classroom Improvements (requested or completed)
Website Updates/Revisions
Faculty Meetings Held
Advisory Committee Meetings or Communications
Alumni Contacts
Ongoing Challenges