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Better record keeping and documentation techniques for chairs.

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1) Presentation Title: Better record keeping and documentation techniques for chairs.

2) Presenter information

Kristi L. Haik

Kristi Haik holds a Ph.D. in Applied Experimental Psychology with a Neuroscience Concentration from Central Michigan University. In 2005, she became a tenure-track Assistant Professor in the Department of Biological Sciences at Northern Kentucky University where she became Professor and Chair of the Department. In July 2016, she became Dean of the College of Arts & Sciences at Ferris State University. She has presented invited talks and research on over 100 different occasions including national and international events such as the Society for Neuroscience Annual Meeting and the American Society for Neural Therapy and Repair. She is author of several peer reviewed journal articles in *Experimental Neurology*, *Journal of Nanomaterials*, *Journal of Neuroscience Methods*, and *The Department Chair* as well as book chapters. She has also received over 6.8 million dollars in grant funding from agencies including the National Science Foundation and the National Institutes of Health.

M. Beth Zimmer

M. Beth Zimmer is the Chair of the Department of Biological Sciences at Ferris State University. Prior to that, she moved up the ranks to full professor at Ferris State University. She actively engages students in undergraduate research and examines respiratory control mechanisms. Beth earned her BS and MS at the University of Wisconsin-Madison and her PhD at the University of British Columbia in Vancouver BC. She completed a postdoctoral position at the School of Medicine at Wayne State University in Detroit MI.

3) Presentation theme: Operating the Department

4) Presentation type: Brown Bag Lunch Discussion

5) Abstract: Presenters and participants will discuss tips and techniques for better record keeping and documentation practices in the department office. Areas of discussion will include suggestions for better record keeping strategies and how to properly document scheduled and impromptu meetings, meetings with faculty for promotion, tenure and review, and meetings with students and parents. We will provide take-home examples to make the day-to-day operations of the office run more smoothly.

6) Description of Session (300-500 words)

As an administrator in higher education, you should be documenting many of the interactions you have with other individuals. You might be asking yourself, "what do I need to document, when should I document something, and how should I be documenting communications with individuals." In essence, most of your interactions should be documented. In this session, we will provide participants with some real-life examples of good record keeping strategies. We will talk about keeping a calendar that is up to date and use the calendar and documenting methods in tandem to ensure easy searching through your documentation. We will explain some ways to document meetings and allow participants

time to discuss and share tips and strategies that they use. At the end, we hope to compile a list of real strategies that chairs can use and implement the moment they return to their campus.