

## **Arts and Sciences Chairs' Council Meeting Minutes 2/25/13**

### **DRAFT**

Present: Bruce Mattingly, David Miller, Seth Asumah, Steven Broyles, Lori Ellis, Andrew Fitz-Gibbon, Christopher Gascon, Gayle Gleason, Isa Jubran, Matthew Lessig, David Neal, Jerome O'Callaghan, Judith Ouellette, Frank Rossi, Kevin Sheets, William Skipper, Brice Smith, Robert Spitzer, Paul van der Veur, German Zarate.

Guests:

#### **Administrative Update:**

1) The Provost and Joanne Barry are working on salary increases tied to promotion. Now approved:

- 2200 will be 2500 – assistant to associate

- 2500 will be 4000 – associate to full

Retroactive for 3 years!

2) Re-adjust contracts – a department can list specific courses on contract, if they want.

3) Re: getting transcripts from new employees – Chairs should remind candidates to provide them. HR will follow up and also the Provost will follow up.

4) Question of when the ten-month obligation starts and ends. No answer, yet.

5) Critical Maintenance projects – current ones are okay. But, future ones are not clear e.g., Moffett II and the Van Hoesen reallocation.

6) Call for Alterations will be around this spring. \$175,000 available.

#### **Associate Dean's Report: Jerome O'Callaghan**

1) Grad checklists are coming soon.

2) Bill Richards will be here 4/12/13 for the Academic Hall of Fame Induction.

#### **Personnel:**

Communication Studies – offer to be made soon.

Economics – offer out and declined.

English – one on campus and one coming.

History- one decline. One on campus.

Psychology- one decline.

Sociology – one offer out.

#### **Facilities:**

Projection system now working in the Colloquium.

Looking at audio improvement options.

**Budget:** no developments

**New Business**

A) Scheduling:

Registrar: scheduling for fall 2013 – room switches are often due to not specifying particular needs.

So a protocol is being developed for:

-First Room Assignment “Initial Placement” goes to Dean for review, then to Chairs. The Dean will review requests from Chairs for change.

- Requests need to come from the Chairs to the Dean (not to the Registrar).

The Registrar has sent lists of room classifications.

David Miller: designated classrooms are fading away. We should have an assessment of how this works out.

German: back to back classes should be factored in.

Live posting of room assignments is coming soon. Preview by chairs would help.

Bruce will look into it.

Chris Gascon: it seems we are pushing the publication too early. Can we slow that down?

Now we have to double-check course descriptions, attributes.

Bob Spitzer: the new format of printouts is very good; relying more on the catalog.

B) Fall 2013 Enrollment Projects:

Mark: see data accepts/deposits.

-question of capping enrollments in Arts and Sciences.

Mark P: push resources to meet demand.

Departments need to let the Dean Know where the pressure is in enrollment.

Thanks to all from Bruce re: tightening up the temp service budget.

C) SUNY Transfer and Mobility Proposal:

-Already seeing pressure to comply.

Maybe Adolescent Physics and Math is an issue regarding the 126 credit limit. The GE limit is an issue – note that this is about opportunity to complete GE in the first 2 years. It is not requiring student complete GE in 2 years.

Bruce: departments may want to choose to reduce GE role.

Departments need to look at transfer equivalency charts.

The History Department is concerned because many course come in at the 300 level but content-wise they are 100-level surveys.

-Discussion with Carol Van Der Karr is needed to follow up with this issue.

The policy of 10/10 SUNY GEs at Cortland is not on the block. Any change to that would require Faculty Senate action.

**Announcements:**

Dean's travel funding: RF forms to be used now through the end of the fiscal year, June 2013.