

ARTS AND SCIENCES CHAIRS' COUNCIL MEETING MINUTES

1/22/07

Members Present: M. Prus, K. Alwes, S. Asumah, C. Cirimo, L. Ellis, L. Gatto, S. Gutman, N. Helsper, R. Kendrick, M. King, B. Mattingly, D. Miller, J. O'Callaghan, T. Pasquarello, T. Phillips, K. Russell, S. Steadman, H. Steck, P. van der Veur, R. Wheeler, K. Zimmerman, A. Zipp

ANNOUNCEMENTS

Strengthened Campus-Based Assessment Workshop -- Today is the deadline – see the e-mail from the Provost's Office.

Academic Chairs: Conference at Kansas State -- See the announcement (distributed).

Minority Internship Opportunity via New York Housing Finance Authority – handout distributed.

Departments with AAS crosslistings -- Please send your list to S. Asumah.

Physics Department -- kudos for being the department committing to classes at 8 am, 12:30 and 3 p.m MWF in the fall schedule (aka flattening out the schedule). Art department has a strong showing at those times too.

ASSOCIATE DEAN'S REPORT

Add/ Drop -- Add/ Drop reminder will come out soon. Faculty should check rosters now and next week.

GE Program-- A preview of the new GE program will be on line next week via CAPP.

Grade Submission Delays -- Can they be reduced? The handbook states that grades must be submitted no later than 72 hours after the final is administered. Is that rule an artifact of pre-Banner days. Is it better to pick one date for all grades to be submitted?

Transfer Credit -- Fifty percent rule -- a few cases recently where departments seemed to be unaware that 50% of major (or minor) must be taken at Cortland. Issues arising at graduation checklist time. Associate Dean has been allowing either 50% of all courses in the major OR 50% of the listed requirements in the major. Banner unclear in how it programs that. Notice of acceptance letter – does admissions do this? Suggested that both Admissions and CAPP could help by warning students about relevance of the 50% rule. Admissions and Registrar will be informed of this suggestion.

Alpha Delta -- reminder deadline for nominations coming up soon.

UPDATES

Personnel: Hiring

English – two candidates coming to campus next week

Economics – three candidates coming to campus soon

Communications – hoping to interview four candidates soon

Biology – search cancelled – lack of suitable candidates

Mathematics – planning to narrow it down to four candidates this week (2 positions)

History – invited two candidates – coming soon

Geography – four applicants in place – narrowing the pool now

Other

Dean Prus emphasized the need for acting quickly since good people could be lost if any issues arise.

A visiting professor from Belarus in sociology, history and political science was here for the first quarter this fall.

One of the March paychecks will include a raise from President Bitterbaum.

Concern raised by a department chair that \$2500 is too little to hire adjuncts. It is embarrassing. The College is falling behind some community colleges.

Evaluations of Lecturer Promotions

Two problems pop up.

- a) committee members abstaining from voting – this has not helped the process.
Discussion – perhaps rationales for abstention need to be recorded.
- b) It is appropriate to use an abstention when you are in a relationship with the candidate. There was a real problem in one recent evaluation.

Budget

Vice President B. Shaut had a recent phone call with SUNY Budget office and so far is optimistic about funding for operating expenses. However, this is not the case with new capital projects.

Facilities

The Old Main windows have been assessed and bidding has taken place. \$1.9 million was the low bid. The contract is expected to be signed soon.

Plans are proceeding with the new Education Building.

Recall Main Street facility is also known as the Beard Building -- scheduling will include that.

Programming review for Moffett is concluded. Fall – Phase I of Moffett renovation – i.e. SOC/ANT in the area that is now the pool. Phase II is contingent on the five-year capital budget.

Curriculum Implementation of the GE program is ongoing. Childhood/Early Childhood major has been revised on campus. It is now off campus and they are hoping for approval for fall. The impact is already being seen via enrollment patterns in classes. The Dean urged the chairs to track their enrollment patterns in their departments.

ISSUES

External Review for Promotion

A subgroup of the Chairs' Council did a revision, but that has not been reviewed by the chairs. E. Davis-Russell has said that there is no proposal, so this document could fill the vacuum. Memorandum of Understanding (II) on page 9 says the College requires an external review regarding promotion from associate to full professor. It appears that this has been signed.

Question raised: Does the new SUNY Provost really support the Memorandum of Understanding commitment? Originally SUNY wanted external reviews for all ranks. Even the Memorandum of Understanding I has a reference to external review. The Council agreed that they need feedback from those affected. The Memorandum of Understanding will be sent electronically to the chairs.

Strategic Planning

The Provost has asked departments to reveal their five-year plan – dovetailing it with Academic Affairs' Strategic Plan. Examples – see the Health Dept's strategic plan (circulated). The Provost's request will apply to programs as well, not just departments. These will mesh with departments' five-year plan in the annual reports. There will be an Arts and Sciences plan, too, eventually. See Buffalo State's Strategic Plan (web) for ideas or look at Strategic Plan from Cortland's Office of Student Affairs. The Plan can be one page, focused, identifying priorities.

Respectfully submitted,

Jerome O'Callaghan
2/7/07