

Arts and Sciences Chairs' Council Meeting Minutes February 23, 2009

Members Present: K. Alwes, S. Anderson, S. Asumah, C. Cirno, P. Ducey, C. Heasley, I. Jubran, R. Kendrick, M. King, B. Mattingly, D. Neal, J. O'Callaghan, G. Phelan, T. Phillips, R. Ponterio, K. Russell, B. Smith, R. Spitzer, S. Steadman, P. van der Veur

Announcements:

Please note G. Avery's email of February 17th –reminder regarding external communication, to rely on the Communication Guide (see: www.cortland.edu/commguide/).

Upcoming events:

- * March 2 - Professional Development for department chairs - meeting with J. Barry.
- * March 11 - 1:00 – 2:00 p.m., Old Main, Room 127 – Audio Conference, “Handling Difficult Conversations: Keys to Stopping Bad Behavior” – CD might be available.
- * *Department Chair* newsletter is being routed to all departments.
- * April 3 and 4 - NYASA Annual Conference at Syracuse University (Africana Studies) – student fees are already paid – it is a good opportunity for students.
- * Brooks Museum speaker on March 30 has been cancelled; instead on April 1 there will be a speaker on Iraq.

Associate Dean's Report:

J. O'Callaghan thanked everyone for the Alpha Delta scholarship nominations.

Personnel:

- * Acting Chair of Math, Isa Jubran, was welcomed.
- * Jean LeLoup will take a full-time position at the Air Force Academy and retire from SUNY Cortland.
- * Provost says current searches are not officially cancelled. Regarding 2009-2010 – the Provost had “no idea,” but priorities needed for replacement positions. Draft document of criteria for establishing priorities for replacing faculty positions, 2009-2010, was handed out. There are twelve replacement positions possible – relying on a 3-year timeframe regarding replacement count.
Comments: -Shouldn't strategic planning goals be counted, e.g.: Internationalization?
- Also interdisciplinary needs should be counted
-Also departments with no lines – e.g.: joint appointments in interdisciplinary areas.

B. Mattingly noted that it is very problematic to expect new positions.

** In the next two weeks, Chairs should provide the Dean a justification for filling current vacancies in departments.

* The official line on visiting positions is that they are not being renewed; we will be hiring adjuncts instead. However, regarding J. LeLoup retiring from ICC, an exception may be made (the upcoming NCATE reaccreditation process is a priority).

Facilities:

* Advisory group has had an initial meeting regarding Dowd renovation. Architect for Bowers has been selected.

* Teaching space inventory: Chairs should have received the technology and teaching space inventory (it was sent out two weeks ago) – deadline is March 6 to check the list for accuracy.

* Blackboard: E-Learning classrooms – recent problems were significant: students had no uploading options. Mainly resolved now. (Some student still can't upload?). It was noted that it is important that P. Warnken's position be filled when she retires.

Budget:

No indications regarding next year's budget. Chairs are now feeling impact of 20% reduction in department budgets.

Curriculum:

Regarding the CPN proposal – a sign up sheet was passed around at the last Joint Chairs meeting. Provost is concerned that chairs might not have really reviewed this document. It has gone forward now through the curriculum process.

Retired Courses: they can be revived – it is akin to a hibernation. A simple memo to Dean will “unretire” a course. Deadline is May 1 to Dean? Provost should be copied – his deadline is May 15 to finish his curriculum work.

Question: Delay – curriculum passed in the spring, but doesn't go into effect, until later, though it is in the catalog. Is this an EPC issue?

Question: Where is the “vault” of retired courses?

Question: Perhaps it would be helpful to receive a report every three years of retired courses.

Old Business:

Room change requests: B. Mattingly announced that in most cases, faculty decide quickly – the first week or so. However, if at a later time, faculty requests go to Dean, he will consider it.

B. Spitzer – it is still not clear what the deadline is – no discussion of creating the policy. Judgment should be made by Dean and chairs, not the Registrar. B. Mattingly said that there is no deadline. If there were going to be a deadline, it would have to be announced.

New Business:

* Annual Report Format: Last year's memo from Dr. Bitterbaum (May 6, 2008) was distributed. NCATE dimension and Middle States was discussed. Concerns: chairs should be able to get information regularly that is needed for future assessments. See list on page 2 of handout. Report will be generated in advance.

Comment: Problem of being confident that OIR will give us a reliable data set. B. Mattingly agrees. Problem with getting IST data on GPA/student; and problem of dual majors not being counted in both areas.

Question: Could we add comparative information over time?

Comment: Consistency in data is a big problem.

Deans will be meeting on this shortly.

* Annual Report: preferred by B. Mattingly that bullet lists by category be used in annual reports.

* Sabbatical Criteria: Dr. Bitterbaum has said that maybe next year there will be a little more money for sabbaticals and travel. Chairs feel that we need explicit criteria and a process. No decisions have been made.

Some suggestions were made about priorities: Newer faculty, or time since last sabbatical, or first request. Focus of sabbatical is already outlined in the Board of Trustees policy – we won't alter those criteria. Perhaps another priority: grant writing.

Respectfully submitted,

Jerome O'Callaghan

3/12/09