

**ARTS AND SCIENCES CHAIRS' COUNCIL MEETING MINUTES**  
**8/25/08**

**Members Present:** Arden Zipp, Brice Smith, Charles Heasley, Chris Cirimo, David Neal, George Feissner, Girish Bhat, Karla Alwes, Kathy Russell, Melvyn King, Paul van der Veur, Peter Ducey, Richard Kendrick, Robert J. Spitzer, Robert Ponterio, Sam Kelley, Scott Anderson, Sharon Steadman, Timothy Phillips, Jerome O'Callaghan, and Bruce Mattingly

**Welcome ~ Introductions:** Interim Dean Mattingly welcomed new and returning chairs.

**Announcements**

- SUNY NY-Alert Emergency Contact Information—please encourage your faculty and staff to sign up.
- Technology Classroom Requests, Spring 2009 - will be finalized by September 2.
- Summer Session Proposals - due to Dean by Monday, September 8
- SUNY Deans Meeting - Raquette Lake, September 10-12: O'Callaghan and Mattingly will both attend.

**Associate Dean's Report**

- Letters went out to sophomore students with exceptional academic qualifications this summer – encouraging them to meet with O'Callaghan regarding fellowship possibilities. Chairs are encouraged to forward more names. Also expect a general meeting announcement in the next two weeks.
- The ASAP advisory board is being revived – if you have any issues to bring to its attention, contact O'Callaghan.
- The 08-09 catalog is online. We expect an aalog upgrade in the next 6 weeks. After that we hope to see the PDF of the catalog made available.
- A few stray graduation checklists are still out there, please forward to the Associate Dean as soon as possible.

**Personnel**

DSI - Dean's recommendations due to Provost September 2. Still no word to Mattingly on the exact amount available for distribution. Awaiting data.

**Facilities**

Bowers – committee met last week re renovation plans. It was noted that utilization rates are used in these discussions, so the impact of flattening out the schedule can be significant.

Education – building should be ready for Jan 2009.

Moffett – this renovation is on track for completion in Jan 2009.

Old Main – workers are now focused on “punch-list” items. Trying to keep work outside

offices and classrooms. Should end in October with work on Brown Aud.

## **Budget**

- Latest news was from VP Shaut's presentation at President's opening meeting. Mattingly distributed the email from July 1, 2008 on cost savings measures.

-- Future search announcements will likely contain the advisory note of "subject to budgetary approval." Chairs expressed disappointment over the reduced reimbursement rate for candidates (50% in some cases). Apparently this rule applies to all searches, not faculty searches alone. Some concern expressed re the phrasing of the group ad, which appeared to promise that jobs were available and hiring was ongoing. Current text from HR site online was reviewed and it was more cautious than that. Chairs are reminded that the HR online site can customize for each department the advertising language. Question arose as to what is the exact cost of advertising in the Syracuse paper (as our sister institutions sometimes do).

--Regarding faculty presenting at conferences, that will be supported with travel funds, regardless of whether the conference is national or international.

--Food restrictions – this will be widespread. Some disappointment that even a minimal array of cookies and punch was not attempted after convocation.

(Survey on convocation is coming, a good opportunity to make suggestions. It was noted that often survey results disappear into the ether, we should do better on that front.)

--Overtime will not be supported this year – likely to affect department secretaries who had chosen in years past to work on Open House days and other holidays.

VP Shaut is planning to save at least \$400,000 on temp service this year. Main target will be visiting positions.

--Question was asked about the belief that in another school faculty with a status of "teacher/instructor" are in a tenure-track slot, while lecturers are not. Mattingly will look into this.

## **Curriculum**

- Program Review – the schedule for departments to complete this may be changed. Resolution expected next week. In the meantime per the existing schedule, for 08-09 the departments needing to complete the review are BIO, ECO, PSY and ICC.

- Strategic Planning – Mattingly awaits word from the Provost on whether or not departments will continue to present strategic plans to the Academic Affairs Council. Already through this process: Art, BIO, ECO, ENG, Math, and SOC.

Some concern expressed that this process is busy-work ---- this issue was debated last year at chair's council too. Strategic plans can be useful platforms for arguing for resources and addressing the development of graduate programs.

- FYI there is a Transfer Credit Advisory Group that meets irregularly. Issue of accepting online courses in lab sciences is pressing in some departments – will be brought to the advisory group this year.

**NCATE** – reminder that SPA reports are due in February 2009, so in effect the deadline is

the end of this semester.

### **Issues**

Enrollment - caps on class sizes. Adjustments made in the summer of 2008 were unusual. Extra pressure on enrollment caused by higher than expected yields and good retention rate. Generally agreed that managing enrollments needs to be in the hands of the chairs. Concerns raised about where will this end? Cannot let this fall's enrollment become a new baseline for next year. Some chairs have in the past set caps artificially low across the board, so that after pre-registration ends, they can be raised. That then maximizes choice for new students in July. Concern that this year the folks deciding how large classes can go were not facing the consequences of those decisions. In theory this year's process was designed to be more equitable so that the sacrifice of increased class sizes was spread further.

Concern raised that in all these discussions the impact on quality of the education gets lost.

**Finally** – Interim Dean Mattingly welcomes suggestions from the chairs for future agenda items.

Respectfully submitted,  
Jerome O'Callaghan  
Associate Dean  
8/27/08