

ARTS AND SCIENCES CHAIRS' COUNCIL MEETING MINUTES AUGUST 27, 2007

Members Present: M. Prus, K. Alwes, S. Anderson, S. Asumah, G. Bhat, R. Darling, L. Ellis, L. Gatto, R. Kendrick, M. King, B. Mattingly, C. McRoberts, J. O'Callaghan, T. Pasquarello, T. Phillips, R. Ponterio, K. Russell, S. Steadman, H. Steck, P. van der Veur, R. Wheeler

M. Prus welcomed the new chairs.

Announcements

Provost's Open Meetings – September 21, November 16, 2007 – February 1, April 4, 2008

Technology Classroom Requests, Spring 2008 – will be finalized by September 4

A&S Curriculum Committee – elections - nominations are due to Dean by Friday, September 7.

Three people are ending terms – J. Swartwood, G. McNeal, and R. Darling.
J. Ayers has left and a two-year term needs to be filled.

Summer Session Proposals – due to the Dean by Monday, September 10.

SUNY Deans Meeting - Raquette Lake, September 10–12, M. Prus and J. O'Callaghan will attend.

Associate Dean's Report

Hard copy of catalog – supposed to be available by the end of September

Web Page A&S – revamped in a couple of areas; annual reports have moved, and new link to resources and documents

Fellowships - J. O'Callaghan is the point person for a new Committee seeking to generate more applications from Cortland's start students for national fellowships etc. Focus on grooming students from freshman year onward. See new link in A&S page.

Waiving Late Fees

M. K. Murphy, associate vice president for finance will be responsible for waivers from now on. Decisions to allow late adds are still in the hands of the Associate Dean.

Personnel

DSI

M. Prus received recommendations (approximately 117) nominations for merit.

Approximately \$85,000 in the suggested nominations – actual amount available is \$54,000. Expect decreases in the recommendations

M. Prus' deadline is August 31.

50% of total DSI pool is reserved by President Bitterbaum for inequity adjustments.

Question: regarding new faculty evaluation process

- regarding the expectation of reflective statement
- what are the guidelines?

M. Prus – it is not a requirement (per EDR), looking at portfolios in the last five years -- some have had reflective statements, some not. No apparent penalty for not including a personal statement.

Facilities

Sperry is open!

SP 120 -- seating is down to approximately 280.

Old Main – windows – west side of building almost complete. Facilities has not provided plan yet for next year.

Some options e.g.

- a) continue the process – e.g. faculty offices on the south side
- b) work on frames alone
- c) halt work, but continue making new windows off site

Preference of chairs – option (c) – tied with option (b)

Moffett – blueprints are complete. Pool has been shut down. SOC/ANT move in 1/09

Parking Lot – newly resurfaced lot is open – still not enough spaces – we want “the boot”!

Bowers Renovation – John Sternfeld chairs the Advisory Committee.

See the Biology webpage for links to other new Science Buildings in NY.

Budget

Base budget improved by receipt of the last of the hold-harmless money. Approximately \$2.5 million.

Personnel

Last spring’s request for full-time positions were not approved, but visiting positions were approved.

External Review -- not clear to chairs where that issue is. Agreed it will be a Joint Chairs Council topic and likewise on the Senate’s Agenda.

Curriculum

Program Review

Back to original cycle of departments:

Economics, Psychology, and Biology this year – not really a 7 year cycle

M. Prus will inquire regarding the 6 year cycle in Provost’s memo to P. Francis.

M. Prus will also inquire regarding synchronizing of program review with NCATE.

Strategic Planning

Academic Affairs Council coming up. Friendly reminder that A&S departments need to step up to the plate.

Chairs asked that the plans of the Health Department, and Recreation Department be resent to chairs.

Political Science and Sociology requested May.

Biology: colleagues are not involved regarding strategic planning – need to know more on how to prepare. This is a good time for departments' self-promotion. Agreed that the Dean will have to set deadlines for departments

Respectfully submitted,

Jerome O'Callaghan
Associate Dean