

Arts and Sciences Chairs' Council Meeting Minutes – August 31, 2009

Members Present: S. Anderson, S. Asumah, G. Bhat, P. Ducey, C. Heasley, I. Jubran, M. Lessig, B. Mattingly, C. McRoberts, D. Neal, J. O'Callaghan, J. Ouellette, G. Phelan, T. Phillips, R. Ponterio, K. Russell, W. Skipper, B. Smith, R. Spitzer, S. Steadman, P. van der Veur

Announcements:

Welcome to new chairs: Lessig, McRoberts, Ouellette, and Skipper.

The following personnel changes were reported at the President's opening meeting:

M. Barduhn – Interim Assistant Provost for Teacher Education

J. Cottone – Interim Dean of two schools (Education and Professional Studies)

N. Aumann – Interim Associate Dean, School of Education (and Associate Provost, Academic Affairs)

A. Berg – new Associate Provost for Information Resources

It was suggested that A. Berg be invited to the next meeting.

Convocation went very well– congratulations to S. Steadman and Arts and Sciences student speakers for their contributions.

Series on professional development will continue – ideas are welcome.

STEM conference coming up regarding diverse students.

Associate Dean's Report:

Curriculum ideas/proposals should go to Rhonda for distribution to the committee.

Deadline for drop/add is Friday, September 4 at 5:00 p.m.

Transcripts from summer courses should go to Carol Corbin for evaluation no later than October 1 (to be effective for fall advising).

Major GPA box in CAPP needs attention – meetings with chairs will be set up shortly.

Personnel:

There are twenty vacant lines in arts and sciences. The President's cabinet is not ready to make decisions – Dean Mattingly is very sensitive to this issue.

B. Spitzer asked if the new line for the NCATE/Teacher Education position is the best use of money.

Dean Mattingly: We need to avoid treating NCATE as a 7-year event. It needs to be part of the annual reporting routine. Context for M. Prus is a return to two school model – potential savings re: dean and associate dean.

B. Skipper – How far do we go back to calculate empty lines?

Dean Mattingly: Resignations, retirements, etc. from last year.

Academic Affairs Council representatives: K. Russell currently serves, and one more person is needed – looking for a volunteer, especially from social sciences or math/science area. Meetings are on Wednesdays, once a month.

Question on sabbatical policy for next year?

Dean Mattingly: Tell people to apply. There are no clear directions and no sign of sabbatical funding being in jeopardy. Questions: Is the process changing? Are there new forms? Dean Mattingly will investigate further.

Facilities:

There are two big projects in Arts and Sciences: Bowers (design phase) and Dowd (renovation of two floors). No breaking news. Long term there is a plan to renew the rest of Moffett, which could mean, long term, that space in Old Main will open up. Don't trust any rumors about departments moving.

Question: Will departments be consulted if plans for moving are developed (e.g., PSY & GRY do not want to leave Old Main)?

Dean Mattingly: Department needs are relevant, consultation will occur.
NeoVox will very likely move from Dowd.

Budget:

No news from the state. The Provost now has the 20% OTPS cut restored to him. Go ahead and spend, come to Bruce with requests.

Question: Should departments support requests from program events, e.g. Women in Higher Education conference?

Answer: Discretion in OTPS is the Chairs' discretion. It was suggested that an OTPS session/workshop for new chairs would help – Dean Mattingly agrees.

Curriculum:

On Graduate Culminating Activity policies – see today's email. Note: critical cutoff is fall 2008 or later. New policies apply to that group, e.g. the credit bearing requirement. Don't forget leave of absence requirement.

S. Anderson: Our 30 credit program will be pushed to 31 credits – we have to change our programs.

P. van der Veur: Non-matric students want to add classes. Can't add until drop/add. College needs to be more open to this especially in the online environment. How can we measure demand from non-matics? This is especially a problem regarding summer – where non matric demand is higher. It is not a convenient process for those students.

S. Asumah: in summer two student were told no text books needed in a specific course from Registrar's office – that is not appropriate

Another issue is a problem where students are accepted, but not allowed into summer classes. The reason for that is that admissions are tied to one semester, a student admitted for fall won't be allowed in summer. An issue to bring to admissions.

Old Business:

Annual Report Format: feedback welcome:

S. Steadman: minimal amount of data received. Some information went straight to the dean. Some of this is in Banner.

Comment: It would work better if tables could have footnotes that explain how terms are defined, e.g. full time vs. part time faculty. Discussion about the obligations of full-time lecturers – they are not supposed to be advising.

Concern re: OIR – little faith in the accuracy of data. This needs to be fixed.

J. O’Callaghan: Don’t forget that the A&S Annual Report is on line; good to see how the dept report is reflected there.

Cross-listed courses are tricky in this context– credit doesn’t go to both departments, but only to department of instructor. AAS has suffered that way.

Some data doesn’t cut fine enough to be useful for us. Not enough in the data/process about value added to students.

Dean Mattingly: Student achievement is there in assessment data.

New Business:

Preparations for flu pandemic: looking for feedback. To what extent can faculty deliver classes online or via some other means, if campus closed for two or three weeks? Also we need to consider less drastic problem of campus open, but high absenteeism. Can departments accommodate that?

ICC: Re absenteeism, we need a college policy. We can’t deliver standard language-learning classes online (likewise Performing Arts, and its applied classes).

S. Asumah: Need more incentives to help faculty to learn online skills.

CHE: Question: Any plans to upgrade the Webct/Blackboard platform?

POL: a lot can be done to cover one or two weeks for a standard lecture course.

PSY: 60%(?) faculty probably are ready. Can we require it? Some PSY courses need face to face environment. Keyboard cleanliness is another issue to consider re labs.

SCIENCES: lab and field intensive – one or two weeks flexibility at max.

One other consideration is the possibility of ending semester early – so data on grades needed. Evaluations should be in place to base grades on.

IST: could handle one week shut down and agree that a college policy needed re absenteeism.

MATH: very hard to move our classes online. Agree on an idea of maximizing assessment/grading in case of an early end to the semester.

ARTS: not able to move online in traditional arts, but NMD might be able to.

AAS: Syllabus needs to include a warning re: ending early.

PHI: we need reliable sources of information, e.g. web page on news regarding pandemic; Centralized news will help in rumor control. Counseling needs, support in general.

GIS: our software is in the labs only. Students can’t work from home.

Meeting was adjourned at 3:00 p.m.

Respectfully Submitted,

Jerome O'Callaghan