

ARTS AND SCIENCES CHAIRS' COUNCIL MEETING MINUTES
9/8/08

Members Present: Arden Zipp, Brice Smith, Charles Heasley, Chris Cirmo, 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

Guest: N. Aumann, Associate Provost

Welcome ~ Nancy Aumann: two issues for the chairs information (handout distributed).

I. Curriculum – a lot of useful information on the curriculum website. Contact persons are Brice Smith (A&S committee) , Jerry O'Callaghan (CCRC) and Nancy Aumann (4 curriculum committees). In the preparation of proposals some good advice is:

- Having a draft reviewed in advance of submission
- Consult the web site.. look for a new excel sheet that will monitor proposal progress
- remember TEC approval is needed in some cases
- remember some proposals are not approved until an external group (SUNY or state ed) approves.

II. IRB – new member on board from A&S, Andrew Fitzgibbon.

A sandwich seminar on IRB process will be announced soon.

Even if a proposal is “exempt” it still needs a sign-off. See L. Eaton for questions.

Finally, a plan is in the works for integrating curriculum process with catalog. Tightening up the time frame so that school committees will finish their business by 4/1, and CCRC will finish by 5/1. Not clear if this will be effective in 08-09 or 09-10.

Announcements

- Summer Session Proposals - due today (Monday, September 8)
- Americorps Job Fair, Tuesday, September 9 (Main Street)
- SUNY Deans Meeting - Raquette Lake, September 10-12
- RSPO Proposal Development Seminars, September 11
- Portfolio Development Workshop, September 19
- Grant proposal development workshop recently announced.
- Upcoming Sandwich Seminar from Tom Hischack announced
- Question raised about the nature of recent email subject lines concerning the Catholic Church – suggested that this may violate policy of Information Resources regarding use of state email system.

Associate Dean's Report

- add and drop really is over.
- A few graduation checklists are still missing from summer. Registrar recently posted the last of the May degrees.
- A new form will be available to formalize the process by which students change catalog-year.

Personnel

-Human Resources has developed a program called “Onboarding” for new employees to be put into effect in January 2009 (handout distributed). Focus is on retention – HR has been collecting data on reasons for faculty leaving Cortland and reasons for staying. Suggestions are welcome – see committee listings on the handout.

-Issue raised about the low pay of adjunct faculty and the impact that has on chairs, scheduling etc. Suggested that \$3,000 minimum is needed and even that is weak in relation to private schools nearby. English has avoided some of this by pushing for full courseloads for its adjuncts. Is a motion needed? Interim Dean Mattingly recommended that meeting time not be used to develop a motion. Those who wish to draft a motion for consideration at a later meeting may do so.

-Some discussion about online ads not adequately addressing the difference in pay rates for those teaching lab hours, and student teaching supervision.

-New Chair mentoring is something that needs close attention. Various parcels of information are out there, but no comprehensive source. Interim Dean Mattingly is working on this project.

Facilities

-No updates. January 2009 Moffett and Edu buildings will be finished. OM windows to be done by 10/31/08. A committee is being formed for a Dowd renovation affecting first and second floors.

Budget

-No update aside from the news that the college can use its reserves to handle the immediate crisis.

Curriculum

- No developments.

Old Business

- In discussion with the Provost there seems to be no such title as “teacher/instructor”. The position of “instructor” is a tenure-track one with expectations of scholarship and service.

- Advertising costs. Schools divide the cost of group advertising in papers in fall and spring. Each time the cost to the institution is \$6,000.

New Business

- Program Review. New 7 year cycle distributed as a handout. In 2008-09, 4 departments to perform reviews: BIO, ECO, PSY and ICC.

-Faculty Utilization of Secretarial Services. Draft of a policy revision distributed via email. Feedback to Interim Dean Mattingly needed by 9/26. Chairs discussion brought up these topics:

Any input from CSEA on this draft?

How does the policy mesh with performance programs and job description?

What problem is being solved here?

Ambiguous language in certain parts.

- Strategic Planning. Per the Provost this process is ongoing, while the larger goals remain constant. Departments are expected to present plans at the Academic Affairs council.

-Graduate Program Review. This is still under review. No timetable for that yet.

-DSI. Data presented in handout on the volume and dollar value of requests from all 3 schools. Discussion ensued on whether the dollar levels should be changed from the current \$500-\$750-\$1000 scheme. Question arose re whether or not publication record was the key to getting the highest ranking. Interim Dean Mattingly acknowledged that it's often difficult to evaluate student teaching. Much variation in how applicants attempt to demonstrate excellence... some not helpful. Interim Dean Mattingly has not counted publications that are "in progress" or "submitted." CTEs can help here but have their limitations too. In theory all 3 areas (teaching, research and service) are treated equally. Perhaps criteria need to be more explicit and chairs might create a checklist of relevant factors.

Final note – next chair's meeting will be convened by Associate Dean O'Callaghan.

Respectfully submitted,

Jerome O'Callaghan

Associate Dean

9/11/08