

**ARTS AND SCIENCES CHAIRS' COUNCIL MEETING MINUTES
SEPTEMBER 11, 2006**

Members Present: M. Prus, K. Alwes, S. Asumah, C. Cirimo, L. Ellis, L. Gatto, S. Gutman, H. Haines, N. Helsper, M. King, B. Mattingly, D. Miller, J. O'Callaghan, T. Pasquarello, T. Phillips, S. Steadman, H. Steck, P. van der Veur, R. Wheeler, K. Zimmerman, A. Zipp

Guests: M. Yacavone, Admissions, B. Cheetham, Admissions

The meeting was called to order at 1 p.m. by M. Prus.

Admissions Fall Open House

The dates for this year's Fall Open House will be October 9 and November 10. These dates were chosen because high schools are closed and this maximizes the potential for travel. About 2,000 attended last year's Fall Open House. About 50% of those 2,000 applied to the College.

Discussion emerged over the pros and cons of the current Open House schedule:

The only controversy for Arts and Sciences is the 12:30 – 1:30 department presentations. Maximizing applications is critical and then the commitment to attend and that is where department presentations are critical.

Question: Are there any conflicts with other events at 12:30?

Answer: No, only campus tours and R.H. tours.

Question: For HIS department, they have found it to be a waste. All that the department can say has been said already.

M. Yacavone said that chairs should bear in mind the numbers. It is important to get the best yield.

Question: In History's experience, one generic presentation to parents and prospective students works better.

M. Prus suggested that perhaps a presentation like Scholar's Day where student course work is on display might help.

Scheduling opposite lunch may also be part of the issue.

The morning program in the fall is very much like the spring open house.

M. Yacavone would like to hear from Chairs concerning the ideal time on Monday and Friday.

Admissions does not want to lock the doors on the gymnasium -- so early arrivals in the gym are inevitable. **Reducing** time in Park Center might be an advantage.

Question: How about making the 12:30 p.m. event a lunch with department members?

Question: Is there a “state fair syndrome” in the gymnasium – it is really out of focus.

Question: Has Admissions assumed that a lot of departments are “not committed” to Open House? In fact departments are committed, but resources are tight: rooms and personnel.

Question: Maybe M. Yacavone can send us a poll about priority of the gymnasium vs. department times and length of period.

M. Prus: Remember lots of variables affect the decision to pick a school.

Announcements

The 9/11 remembrance will be held tonight at 9 p.m. on the steps of Corey Union.

Summer session proposals are due today in the Dean’s Office.

Discussion Points

- ~ Question: Decisions are made to cancel approximately one week before the start of classes. The cutoff point for canceling an undergraduate class is nine.
- ~ Salaries for summer school employment are very low. Therefore, faculty interest is low in some departments such as English, Biology, and Chemistry.
- ~ If this is the provost’s logic of summer session cancellations, this process is not written down.
- ~ Pro rating causes harm to morale and cancellations sometimes hurt graduating seniors.

Associate Dean’s Report

Thanks to chairs for comments on the study days **proposal**

Thanks to faculty/advisors for a good drop/add period.

Comments are welcome regarding an INC grade: criteria for its application, and appropriate timeline.

DSI

The Dean's decision is due on 10/2. A notice will be sent to chairs and faculty at that time. There will be 10 calendar days for appeals.

Professional Staff DSI recommendations do not go via the Dean.

At this point there have been 120 self nominations and 119 who have been recommended by their department chairs. Assuming the breakdown is most highly recommended individuals = \$1,000 each, highly recommended individuals = \$750 each, and recommended individuals = \$500 each, the cost for Arts and Sciences would be \$90,000. Actually, only \$35,000 is available. Allocations to Deans' Office are determined on a per capita basis. Up to one-half of DSI funds is given to inequity, leaving \$135,000 divided by three schools. Ten percent, approximately \$13,500, goes to appeals. Note: The appeals process begins after 10/2/06 for those who have self nominated.

Facilities

The first interview conducted with Marsh Associates regarding space needs and the possible move to Moffett was with Economics today. They will meet with more departments this week.

Budget

Department allocations have been loaded. There are no apparent changes from last year. This will be a future Chairs' Council topic.

There are concerns about the lag time for mail and duplicating amounts that show up late. There is a problem of temporary service expenses for student workers. The minimum wage has increased, so budgets are stretched too thin.

Curriculum

The issue of GE assessment was discussed at Faculty Senate. The key question is credit for completing assessment assignments. There is a questions of institutionalizing the credit as part of the course. A quick resolution is expected. The GEAR group has noted that Cortland does not require credit. The prior history of this – President Taylor vetoed a plan to require this of faculty.

Question: Maybe changes in Albany will cause a lack of interest in SUNY?

Answer: Faculty pressure is there, too. There is national interest in that as well – different political concerns have a bearing on it.

Question: Shouldn't assessment be done I a way that is fruitful for faculty and G.E.?

A. Zipp: I argue against this as a matter of academic freedom. That is a faculty member's right. There are better avenues available when faculty don't participate. Mandatory class time is another controversy.

Are we yet "out of compliance" with SUNY? These issues will be discussed further by the GE Committee and Faculty Senate.

Student Scholarship Committee

The issue is how to get more SUNY students to participate in these scholarships: Goldwater, Truman, Soros, Marshall, Rhodes, and Fulbright. A committee will be formed on this --check with Rhonda regarding meeting times. There is a need to mentor students for the coming years and we will need coordination in applications and mentoring.

Respectfully submitted,
Jerome O'Callaghan
Associate Dean
9/21/06