

Arts and Sciences Chairs' Council Meeting Minutes – September 22, 2008

Members Present: S. Anderson, G. Bhat, C. Cirmo, P. Ducey, G. Feissner, C. Heasley, S. Kelley, R. Kendrick, M. King, J. O'Callaghan, T. Phillips, R. Ponterio, K. Russell, B. Smith, R. Spitzer, S. Steadman, P. van der Veur, A. Zipp

Dean Mattingly is out of town today, so the meeting was chaired by Associate Dean O'Callaghan.

ANNOUNCEMENTS:

1. 2008 Fire Inspection, September 29 – October 10, 2008.
October 1 – Old Main, Moffett and Dowd. October 2 – Bowers. Building administrators received a fire inspection checklist also.
2. Sabbatical Leaves for 2009-2010 – Form is on the web. Deadline to chair is by October 3; due to Dean by October 17.
3. A.C.E. Visits – this fall the Internationalization group will be consulting/meeting with departments who submitted strategic plans (20 - 30 minute visits with departments).
4. Math, Science Learning Communities – Conference on Learning communities in the sciences. Problem that there is no funding available for travel – chairs should speak with the dean about possible funding. Possible funding sources used in the past: college foundation; ASC grant; advisement office has grants (\$200).
5. A. Zipp announced that there is a chemistry seminar today at 4:30.
6. S. Kelley handed out information re: his play –“Blue Vein Society”- (Preview 9/24); October 9 and 16, buses will be going.
7. C. Cirmo reported that there is a visiting alumnus, Steven Kratky '74, Wednesday – 5:00 pm – 347 Bowers – Talk on careers in the energy industry.
8. R. Kendrick is a grandfather – new granddaughter!
9. J. O'Callaghan – Pre-Law trip to Cornell on Tuesday, September 23; and a Pre-Law Event on Thursday at 6:00 pm to discuss LSATs (C. Latimer and J. O'Callaghan).
10. S. Anderson – Geofest this Thursday at 10:30 a.m. at SU for potential graduates.

ASSOCIATE DEAN'S REPORT:

Keeping up with the minutes so far. We will get the minutes out as soon as possible.

PERSONNEL: Searches

Chemistry - two positions (ad will be going out soon)

Psychology – two positions

Biology – one position

Philosophy – L. Ashley will be retiring in August 09. K. Russell is in the process of getting approval to fill that position.

FACILITIES: Old Main window project is supposed to be completed by October 13.

BUDGET: Read the newspaper - doesn't look good.

CURRICULUM: No Report

OLD BUSINESS: Faculty Utilization of Secretarial Services – further discussion. Questions from our last meeting: Any input from CSEA? How does this policy mesh with the performance programs and job descriptions? What problem is being solved here? There is ambiguous language in certain parts of the proposed policy. Feedback should go to Dean Mattingly by this Friday. Discussion on what secretaries are supposed to do (or can do) for faculty doing research (manuscripts; research gathering) -- according to the proposed policy only on a time-available and priority basis. Some departments use work study or grant funds to hire students to transcribe.

NEW BUSINESS: Accommodating Childhood Ed Majors and Proposal for new curriculum in Childhood/Early Childhood Education.

In April 2008, A. Lachance visited chairs council with information on a revision of the three concentrations (Environmental Studies, Humanities, and Social Science). The proposal did not pass at TEC Curriculum and Provost levels. There is a need to revamp the programs. Currently in limbo.

Attendance in classes will be changed by these concentrations and may change the nature of the class. There was further discussion on the impact these concentrations have in class size and the mix of students. Some of these students don't have the background or pre-requisites for the course.

Most felt that instructors should stick to the curriculum and not alter the course for education majors – integrity of course must be kept. Some enjoy having the CHD students in the classroom. Concern with students needing 300-level courses (18 credits) and sometimes not having the pre requisites for these courses. Discussed should all 300-level courses have pre-requisites, special permission needed, etc. Adding sections of courses could be a huge burden on departments. There could be pressure to dilute course content for their students. If a more structured program is demised, there may be pressure on certain courses/departments. “Tail wags the dog issue” concerns discussed.

Some departments have two different sections: one for majors (601) and one for non-majors (701) to ensure access for their majors. It could be taught as one class – same meeting time/room, but the sections are divided to control the numbers – save (x) seats for majors and (xx) for non majors.

Recommendation was made to have the A&S chairs discuss and review proposals with A. Lachance so that they are included in the process before it goes to curriculum.

SUMMER SCHEDULING PROPOSAL: Appendices handed out at the meeting.

Proposal to go back to a four-day summer schedule (eliminating B and D mini-terms – 2.5 week mini sessions) was given to the chairs to discuss with their departments. Discussion continued on summer school classes - days and times. Enrollment in on-line courses is good and they fill immediately. Concern with teaching on-line courses in 2.5 weeks was brought up and it was noted that time management is definitely needed. Also

discussed the start up time of the “B” courses – perhaps they should start when high school ends – so students in h.s. can take courses, and teachers can take graduate courses. Feedback/comments should go to the Dean as soon as possible.

NEW BUSINESS:

Double dipping/overlap of courses in dual majors has gone to EPC to discuss.

Respectfully submitted,

Jerome O’Callaghan
Associate Dean