

**Arts and Sciences Chairs' Council Meeting Minutes  
November 17, 2008**

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

Guest: Provost Prus

Announcements:

- November 24 – New date for the Professional Development Meeting in Hall of Fame, by Mary K. Murphy.
- December 1 - Teaching Awards nominations due
- Faculty show is now on exhibit in the Gallery until February 6, 2009, and is well worth seeing.
- It is International Education Awareness Week
- There is a new club on campus – International Awareness Club – Thursday event re: Darfur 1 – 4 p.m.
- ACE consultants are on campus and they will be meeting with chairs. B. Mattingly said that the consultants from ACE are clear on the problems of budget -- low cost progress can be made.

Question: What is the Resource (Revenue?) Enhancement Committee that was mentioned in academic affairs and who is on it?

Answer: Provost Prus is a member – await his response.

Associate Dean's Report: J. O'Callaghan – a PDF of the 08-09 catalog is now available – will be sent to chairs.

Personnel:

Sabbatical recommendations have gone from B. Mattingly to the Provost. No new information on searches.

Facilities:

Old Main windows “finished”, aka the contractors have left. Brown Auditorium should be open soon.

Bowers – the rescheduled walk-through is now on hold per Nasrin – not clear why.

Curriculum: No news.

Old Business:

- Final Exam Period: Discussion regarding the Registrar's email which said, “In accordance with college policy...” However the Handbook language is more limited and deals only with the last week of classes – no “in-class exams, quizzes...”

- B. Spitzer – wording of the emails should be changed to reflect the policy.

- Study Days – old draft of a Study Day's policy from J. O'Callaghan was completed, however it never went to policy. It had been sent to Provost Elizabeth Davis-Russell.

- The Handbook says final exams are required. Chairs should know if exceptions are happening.

• Scholar's Day: B. Mattingly will ask the committee to formally request a new date of Friday, April 17.

New Business:

- Chairs should have received a new updated schedule for Program Review.
- Spring 2009 Schedule: classes are filling already: if everything is filled up, a new section is possible. Keep a waiting list and look at courses that are not full, i.e. maximize scheduling efficiency.
- There was a recent inquiry regarding waiving pre-requisites to help enrollment go up. That is ok if it is defensible academically.

Questions:

- Regarding under-enrollment – is 10 the key number? Yes, generally true.
- What to do with full-time faculty assigned to a course that is cancelled? B. Mattingly said to reassign them to where the demand is (at worst, bump an adjunct).
- The scheduling of sabbatical leaves assumes that replacements are needed to fill courses.

Advisement:

Discussed issue of a student is major X, minor in Y – who advises the student for the minor? Some students are being told to “Go make an appointment with minor department.” No formal mechanism in place. This can be a burden on departments with many minors. C. Cirimo – it makes sense to send them to the minor department when a course substitution is needed.

J. O’Callaghan – prefer the students not be put in charge of the substitution form – the advisor in the major needs to talk to the “minor department”.

Question: What if minor has variations – shouldn’t the minor department explain the options?

K. Alwes: there will be a delay, but email between departments should solve it.

Other advising problems: Childhood Education majors needing a lot of courses at the last minute; they have double advisors in theory – there should be two files.

Regular minor advising - start the conversation with the major advisor, who may need to consult the chair in the minor for clarification purposes. Chairs should make sure the faculty know this protocol.

Guest: M. Prus, Provost – Sabbatical Leaves:

Recommendations went forward to Provost on Friday.

Questions from the chairs:

S. Anderson – Is the Governor under pressure now to go easy on SUNY?

M. Prus: I don’t expect budget situation improve.

K. Alwes: Is a year-long sabbatical more desirable?

M. Prus: Cortland has a long time preference for year long sabbaticals. See the handbook statement from President Clark in 1980, Sec 210.07. Why? Year-long sabbaticals pay for themselves and provide the best opportunity for professional development.

R. Spitzer: Is there much cost when faculty take a one semester sabbatical?

M. Prus: In 2007-08, there were no full year applications. Twenty sabbaticals across the college, approximately 60 courses to fill, at a cost \$120,000.

R. Spitzer: Sabbaticals are valuable to academic enterprise – if department forgoes hiring new adjuncts, then there is no real cost.

C. Cirimo: That opens the door to the question: why does the department need adjuncts?

K. Alwes: We are privileging those who can afford to take the year off – it's a two-tier system.

M. Prus: President did indicate that full year sabbatical were likely to be approved. Some responded to that by changing from one semester to one year. (16 applications in total this year: 13/16 were from A&S and 4/16 were full-year proposals).

B. Spitzer: For planning purposes, help from ORSP regarding one-year sabbaticals would help.

P. van der Veur: for those who don't get funded, what happens in the future? Any priority for them?

M. Prus: Priority system is still not developed.

M. Prus: Under the Board of Trustees policies (p. 33) on sabbatical leaves, compensation is "not to exceed" full pay or half pay. This could be a way to get the money needed for adjuncts, e.g., a flat \$7,650 discount (or use a percentage). This approach has been considered.

S. Anderson: How about granting sabbatical and then postponing (a lot of unfairness in the current situation)?

M. Prus: It is the candidate's decision to postpone application or not.

S. Kelley: Those who do one-year sabbaticals have to sacrifice and are not privileged.

A. Zipp: What if department colleagues say we will overload to allow one person a sabbatical?

M. Prus: Note if applicant is denied this year, and takes a sabbatical at a later point, the cycle starts over after the granted sabbatical.

B. Mattingly: Would approach of discounting dollars in sabbatical be a temporary or permanent approach?

M. Prus: Temporary and likely to last for more than one year (as per M. Prus' discussions with President).

Question: Dresher Awards – are they caught in this too? Answer: Maybe.

M. Prus: About the Resource Enhancement Committee – it is co-chaired by M. Prus and B. Shaut – looking at ways to add more revenue. They have explored some cost-savings issues, e.g. energy savings. Larry Ashley and Tim Phillips are also on the committee.

The meeting adjourned at 3 pm.

Respectfully submitted,

Jerome O'Callaghan