

Arts and Sciences Chairs' Council Meeting Minutes November 23, 2009

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

Announcements:

Chairs' Professional Development meeting is cancelled on November 30.

Scholars' Day: Expect a PDF of Scholars' Day call for Participation/Abstracts tomorrow. They are due January 11.

Fall 2010 Course Schedules/Technology requests will be coming to chairs and are due January 20.

Associate Dean's Report:

Most of the December graduation checklists that have been sent to the Associate Dean have been reviewed.

Jerry is behind on course substitutions – there are still quite a few pending.

Personnel:

Sabbatical Leaves – process requires approval by Dean Mattingly.

There is limited funding per the Provost for adjuncts to fill gaps caused by the sabbatical. Be prepared to consider having fewer adjuncts in this context.

Question (S. Anderson): What about adjuncts for GE courses? That is a college issue.

Ouellette: Needs to be reviewed.

Dean Mattingly – Enrollment planning in GE is a project we need to undertake – regardless of sabbatical issue.

New Business:

Special funding requests for courses (see Handout).

Things to consider: Is the experience an inherent part of the course – if yes, that is a commitment and we ought to fund it. Won't it be better to centralize the funding? Needs a timeline – planning ahead.

Departments need to be ready to explain: why is this essential?

What else is out there?

GRY – Raquette Lake trip for LC

BIO – Costa Rica

IST – Learning Community courses– who should put in the requests for funding support?

GLY 400 – Field course (AES) in New York and Canada

PSY – need to use fees approach, rather than subsidize.

POL – four activities where students put in some money – Belize, European Union., Model UN, and Moot Court competition

Budget:

Comment: Regarding cuts – Stony Brook reported a \$8.5 million cut – union word is that our cut is \$1 million.

Spring 2010 schedule – December 4 deadline:

- have reviewed spring enrollment and identified under-enrolled courses
- opportunity for justification is now in place

Dean Mattingly requests that chairs keep track of changes that they have made to save money.

For temporary purposes “under enrolled” is under 10.

Campus-wide announcement about sections not being offered would help give students and faculty notice, especially regarding the risk of delaying graduation.

Complication of flattening the schedule – poor enrollments at 8 a.m.?

Curriculum:

No Report

Questions/Discussion:

I. Jubran – Admit list shows ten more students coming in – can we tell admissions – No More! It is a “good problem”, but we can't go on like this.

B. Mattingly – Send a note to Mark Yacavone to discuss this -- do more departments have this problem? Yes, CRIM program -- we spoke with Mark and he was helpful in slowing down the transfers.

J. O'Callaghan – it is important, if you want to control admissions, to have a policy regarding waiting lists and its impact.
I. Jubran – would like to look at transcripts of his ten newly admitted students – O'Callaghan will help.
Is there a policy on slowing down retakes to prevent courses being filled by retakers? No

Facilities:

Nothing to report.

FMPOC

Rumor is that Colloquium will be closed and might be used for surge space.

Other:

Any update on dean's search? Rumor is that interviews will happen before Christmas.

Rumor that John Beecher's position (Assistant Fiscal Officer Research Foundation; Internal Control Officer) will be eliminated.

Respectfully submitted by,

Jerome O'Callaghan

Associate Dean