

School of Arts and Sciences Chairs' Council Meeting Minutes May 3, 2010

Present: K. Alwes, S. Anderson, S. Asumah, G. Bhat, R. Darling, Ducey, C. Heasley, I. Jubran, T. Mwanika, B. Mattingly, T. Mwanika, D. Neal, J. O'Callaghan, J. Ouellette, G. Phelan, T. Phillips, R. Ponterio, K. Russell, W. Skipper, B. Smith, R. Spitzer, S. Steadman

Associate Dean's Report

Review of the policy for special exams – Jerry will send an email out also.

Reminder that catalog review II deadline was May 3; please submit to Jerry no later than Wednesday, May 5.

Personnel

The Provost supports the idea of moving forward on some searches; President is more conservative.

Dean Mattingly: we are pushing hard to have some searches opened. Various factors will be considered: ratio of faculty to students, large role in general education program, department lacking key areas of expertise to deliver the programs.

Facilities

There is a Master Plan meeting this Friday at 1:00 p.m. – see email and link to key documents.

Question: Is the meeting relevant to chairs?

Answer: Yes – see topics listed in the email.

Many larger questions to be discussed – policy, sustainability.

Bowers and Dowd are moving along. One change regarding Dowd – the windows in one floor only (the ground floor). No new free standing furniture. This will have an affect on fiber and design classes! Design review will continue thru summer.

Bowers – plans for Planetarium meeting coming up. Both Bowers and Dowd should start construction in Summer 2011.

Per C. Heasley – it is not clear about the second floor being usable.

Work orders regarding bathrooms in Old Main are in the process.

Parking may be affected mildly by heavy equipment.

Budget – No news.

Curriculum

C. Van Der Karr says thanks to all who participated in SUNY Transfer Mobility Project.

SUNY is reviewing programs (public comment) in Advanced Materials (Chemistry) and Sustainable Energy (Physics).

Question: Presentation Skills attribute – it comes with any transfer course that is on the list. It is built into Banner as a fixed attribute. Need to examine – should PRES apply like WI? Some sections Yes/some no.

B. Mattingly – Merits further discussion.

AAS new major proposals – B. Mattingly is awaiting information from S. Kelley re: survey.

FYI – New Arts and Sciences Curriculum committee elected.

AAS cross list to Middle Eastern Studies -where is it?

Graduate Studies – the document re reallocated responsibilities is under preparation now and is expected to be out soon.

Old Business

Strategic planning/annual report format – information expected in the annual report is the same as usual, but the format will be different, reflecting strategic plan. See President's memo which will be coming soon.

Also dovetailed into that will be a second memo regarding needed NCATE information.

Expect more questions next year regarding Middle States.

New Business

Textbook cost disclosure –Textbook regulations from Feds make pricing information available at registration time. We need department chairs assistance in getting timely responses to textbook requisitions.

Timeline example: after dean approves the course with the chair. Then the chair asks department faculty for textbook requisitions – deadline is October 1!!! Bookstore requests will be earlier also.

Comments:

K. Russell – Not helpful for faculty.

P. Ducey – We need flexibility over summer to pick new editions.

S. Steadman – The practice of printing last year's book orders helped speed this up.

(On-line ordering shows your ordering history.)

B. Mattingly – Have chairs attempted to pass this on to faculty? Answer: YES.

SUNY Cortland partnerships

- a lot of variety and diversity
- needs some definition (???) in the future
- then get an inventory

Question: Will this require a permission process for every conference? Answer: YES.

Graduate Program Review

Expect a review in the fall.

S. Asumah – We need to clarify policy regarding expenses incurred by program review in general.

More time for reviewers with dean and provost would be helpful.

Announcements

This is the last chairs' meeting for: T. Mwanika, K. Alwes, T. Phillips, B. Ponterio, G. Bhat and C. Heasley.

Thanks to each for their dedication and contributions over the years.

NCATE Conceptual Framework meetings: May 7 and May 13. See announcement.

Gospel Choir had a very successful concert last night.

Fulbright Award Winner (Chelsea Dixon) and Noyce Award Winners – see Bulletin. Please refer your "star" students to us.

Meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Jerome O'Callaghan