

Arts and Sciences Chairs' Council Meeting Minutes – August 30, 2010

Members Present: S. Anderson, S. Asumah, R. Darling, P. Ducey, L. Ellis, C. Gascon, I. Jubran, M. Lessig, B. Mattingly, D. Neal, J. O'Callaghan, J. Ouellette, G. Phelan, K. Russell, W. Skipper, B. Smith, R. Spitzer, S. Steadman, R. Storch, P. van der Veur, G. Zarate

Guest: Glen Wright, Director, Environmental Health & Safety

Announcements:

Dean Mattingly introduced and welcomed new members.

Guest Glen Wright: Safety Program off the job is available to all. Fire safety training is needed in all departments.

Review the Emergency Action Plan document – see handout for URL, and check both links. Email will come with URL's today.

Associate Dean's Report: J. O'Callaghan

MMR – Students not in compliance with the MMR immunization have been sent emails and letters from Dr. Coppola, College Physician and Donna Margine, Registrar. Faculty should follow the instructions.

ADD/DROP – Announce in class that the deadline to add/drop is 5:00 PM on Friday, September 3!

Question: If Associate Deans offices/departments close before 5, students are stuck. Jerry will clear that up.

GRADUATE STUDIES – See handouts for new allocation of graduate student services.

Personnel:

Searches: President Bitterbaum announced at the opening address – faculty hires/new hires – 15 searches this year, 9 were in Arts and Sciences. Searches approved in Modern Languages, Chemistry, Geology, Geography, English, Philosophy, Economics, Math and History. There is hope that five more positions will be approved. The impact on the budget of new hires will be 11-12, so things might improve at that point.

Comments and Questions:

B. Spitzer – Noted the searches during summer for staff. Hoping faculty positions at least keep abreast.

B. Skipper – Question about what counts as a vacancy and what are the criteria?

Answer: Vacancy is since we stopped hiring, a retirement or resignation. Criteria for new hires – looked at data on enrollments, required courses, non-major needed courses, workload, delivering the program.

S. Anderson – Do we need to redo a search or reinvigorate an old one?

Answer: Dean Mattingly – If it can be reinvigorated, go for it.

I. Jubran – Question of two or three schools, is that now over?

Answer: President Bitterbaum has decided on two deans for these two schools (Professional Studies and Education). Provost wants us to discuss a reorganization of Education, perhaps developing a formal connection between Arts and Sciences and Education.

Comment: Data from OIR – columns are not accurate regarding faculty (PT and FT). Dean Mattingly sent complaints regarding OIR to Carol Van Der Karr (from annual report).

B. Mattingly: We should have accurate data and we are working to improve that.

Question: Will ads have to say “contingent on funding” as before?

Answer: Probably

S. Steadman – IST never gets OIR data for the annual report.

B. Mattingly – remember, retirement incentive may affect this too. If faculty take early retirement, don't assume an automatic replacement line.

DSI – There were approximately 100 requests and there is never enough money to satisfy DSI needs. There was \$64,200 last year in the A&S DSI pool, down to \$55,000 this year. Overall there is a \$26,000 reduction this year -- that \$26000 is to be distributed to adjunct DSI.

R. Storch – that reflects the adjunct contribution to the DSI pool.

B. Mattingly – in DSI we are trying to take care of each other – hence a wide distribution of the funds.

“MHR” (most highly recommended) level of DSI – 39 recommendation from chairs; 4 recommendations by Dean.

Adjunct DSI – distributed at a flat rate by course load to all adjuncts. Not merit based.

Question: Do all departments use a point system in DSI?

Answer: No – followed by discussion of limitations of point system.

B. Mattingly: Question came up about evaluation of chairs – three departments have a formal process. Provost says departments should develop a formal process. Raises the question – how would it be used? Bruce said that is not clear.

B. Spitzer noted that chairs are evaluated by elections every three years.

Question: Would evaluations focus only on chair duties - ignoring scholarship?

Answer: Yes

Math, Psychology and Sociology will share examples of chair evaluation procedures.

Question: Should chairs get a chance to evaluate faculty?

B. Mattingly: My evaluation of chairs for DSI does include chair work as service.

I. Jubran: Has found evaluations helpful – he doesn't want to wait until three years is up to get that feedback.

Personnel Committee training – Last year we had some issues about procedures in personnel decisions. We can't assume that all faculty know enough about personnel procedure. Human Resources will do training sessions. Department committees need to be in place by September 15.

**Reminder from Dean Mattingly to pay attention to deadlines in the Handbook.

Question: Can a chair head up a search committee in the department?

Answer: It is up to the department. Follow policies in your by-laws and handbook.

Facilities:

In the fall there will be a campus wide Master Plan meeting

Assessment:

*SUNY policy on assessment – see email from Rhonda.

*GE assessment to continue without national normed tests.

*Program Reviews are required but reports will not go to SUNY.

Question: Do we need to follow program review template from SUNY? (Now that SUNY won't read it.)

Answer: Good idea. Provost might support that.

Accreditation:

28 SPA reports submitted – 21 out of 28 had problems, need rejoinders. In some cases, clarity required regarding data. September and March deadlines apply for responses. Most will use a March deadline.

March 5 to March 9 is the NCATE Board of Examiners visit.

Question: How about getting consultants to help with the SPA reports?

Answer: No necessary correlation with results in NCATE.

Old Business:

Annual Report:

Annual report format – please take a look at it and provide feedback. Dean Mattingly received a range of formats, most were more or less on target. They were well done regarding using the data provided.

New Business:

Electronic book readers – lawsuit regarding disabled persons getting the required material on an e-reader they could not use. Note: the library has resources for visually impaired students.

President's Climate Commitment – The President's office may do a formal request for a report on what you have done to support this. For more information, contact Brice Smith.

Tech room scheduling –choice was made, when tech room requests were a novel thing, to have the deans (Rhonda and other deans' secretaries) do it as tech rooms were scarce. These requests now dominate the agenda – it is a crazy amount of work. Now tech rooms

may be scheduled by the Registrar. Perhaps scheduling will go to software in the long run.

Question: Is there seniority regarding schedule – should older faculty get freedom to choose their class schedule?

Answer: NO

Suggestion: Perhaps more 75 minute blocks on M W would help ease the congestion.

NOTE: Next chairs' meeting will be held at the Beard Building, Main Street.

Respectfully submitted,

Jerome O'Callaghan