

Arts and Sciences Chairs' Council Meeting Minutes – September 13, 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, K. Russell, W. Skipper, B. Smith, R. Spitzer, S. Steadman, R. Storch, P. van der Veur, G. Zarate

Guests: J. Suarez, Service Learning Coordinator
A. McGivern, Executive Director, Downtown Partnership
R. Kendrick, Director, Institute for Civic Engagement

Chairs' council met at the Beard Building, Main Street, Cortland.

R. Kendrick – Welcomed everyone and noted that rooms are available at the Beard building for classes and meetings.

A. McGivern noted that any interest you have with outreach to community please contact him. Ideas for grants are welcome and please come visit.

Americorps program has an office here, CEE here too, plus an art gallery (working with the Art department). See newsletter handout for upcoming events.

N.B: Voter registration drive is still on – please support that, e.g. classroom visits from NYPIRG.

Collecting data regarding Honor Roll – see handout on volunteers in community service.

J. Suarez: Service Learning: recruiting support by inviting him to a department meeting, and/or promote service learning as a defining feature of a course. Note the handout on defining SL and distinguishing SL from internships and student teaching.
Don't forget the website– Cortland.edu/civicengagement.

Associate Dean's Report:

Thanked everyone for all of the help last week during drop/add.

Personnel:

Faculty Searches – Five requisitions are in – the sooner we go the better, one ad is going to the Chronicle of Higher Education in October (probably).

The Provost is out of town now, the Associate Provost may handle this – approval will be quick, probably in two weeks. As for more searches (above the 15 approved), no sign of that now. The President has limited it to visiting positions, but nothing definite there.

Question: Any limits being placed on other non academic searches?

Answer: All searches must be approved by President's cabinet.

Question: Are all searches “replacement” searches?

Answer: Yes so far.

It is estimated that ten faculty, college wide, are considering early retirement.

For searches, expect a limit of only two candidates coming to campus. As for conferences being used to interview, Dean Mattingly will support two faculty going to a conference for that purpose.

Secretarial positions – Discussion regarding retiring and bringing secretary back for a few weeks as temp service. Dean Mattingly will get clarity on that process.
Sue Teeter and others will be leaving – widespread concern and shock expressed.

Professional staff searches – Gallery Director – not yet approved.

Human Resource template online refers to new faculty as “under direct supervision of the dean” – not exactly true, but the label is unavoidable right now.

Thanks to Isa, Bill and Judy regarding material for evaluation of chairs – the Dean is sharing that with the group. Others should look at that and explore it.

Dean Mattingly – Dean is supposed to visit departments regarding change of chair (i.e. last year of three-year term).

L. Ellis – an evaluation process could be useful in helping someone move from associate to full chair.

Dean Mattingly – Sabbatical process will probably be like last year. In most cases, departments need to absorb the teaching load. October 8 is the deadline for faculty to chair.

Facilities Master Plan:

Open meeting is being delayed until October. There is a meeting this Friday for key stakeholders.

Bower and Dowd – surge committees are meeting.

Room change requests – a few this semester – reminder that these are to be routed through the chair.

FYI – G23 – email regarding changing furniture will be coming – asking current instructors there.

Budget: No Report

Question: Compute replacement – is there a policy – e.g. 3 years? But now it is a 4 year or systems thing.

S. Anderson: C. Poole keeps the list, ask Steve.

Dean Mattingly will ask Amy Berg.

D. Neal – Even when a department’s budget line is 0, can we allocate?

Dean Mattingly – Yes.

Question if upgrades are possible in the Eco lab (room 121) donated by alum in 2003/04?

I. Jubran – apparently no reassigning of computers any more.

Question: transition for one computer to another – instruction for faculty to do it yourself
- not helpful.

Complaints: false messages re: full mailboxes; denial of outgoing service without any notice. Perhaps have Amy B. attend a future meeting.

Curriculum: No Report

Assessment and Accreditation:

Program Review – document on this should be out this week. Streamlined questions.

NCATE and Middle States – no news.

Expect to be called on to serve on committees or to nominate faculty.

New Business:

CTE Policies – looking into compliance with faculty senate approved policy, i.e. one set of standard questions to apply to all. Apparently some issues regarding computer programming. Expect delay.

Right now a Committee on Teaching Effectiveness is needed to help fix this – it is not yet formed.

Dean Mattingly: Per policy, we need to keep track on how many faculty do the CTE process – thanks to all for getting that data to him for Arts and Sciences. Participation in CTE matters to NCATE.

Banner Web – you can get information on department average inside Banner – as chair. No instructions distributed.

CTE data – very context sensitive – need to look at comments.

L. Ellis – The set of 8 seems different now, compared to original.

Dean Mattingly – a November 1 deadline is not realistic.

Online offering of CTE process is a problem for participation.

One tip – when faculty use CTE data in the annual reports, they are, in the Biology department, asked to identify average grade and size of class.

GPA Review – See Chapter 415.07 of the Handbook:

GPA – by faculty member – shall be available to faculty, chair, dean, VPAA. Chair responsibilities regarding grading are specified. Provost wants to follow through on this provision.

Perhaps a third position in OIR this year – due to needs we have re: assessment.

Old Business:

Annual Report format – Academic Excellence – partly about CTEs, but what else should count under that category.

- See table of contents from annual report for list of what we counted last year.

What is that should be said that shows excellence?

L. Ellis – high average grades can reflect students building up mastery via repeated projects.

W. Skipper – Advisement should be counted too – hard to describe.

S. Anderson and J. Ouelette – Don't forget the quality of the graduate.

L. Ellis – for Art, the culminating experience tells a lot.

To be continued.

Announcements:

Phi Beta Delta – student nominations are being invited.

Information regarding Personnel Committees is due to Dean by September 15.

Respectfully submitted,

Jerome O'Callaghan

10/26/10