

## Arts and Sciences Chairs' Council Meeting Minutes January 31, 2011

Present: Bruce Mattingly, Scott Anderson, Seth Asumah, Robert Darling, Peter Ducey, Lori Ellis, Christopher Gascon, Isa Jubran, Matthew Lessig, David Neal, Jerome O'Callaghan, Judith Ouellette, Kathryn Russell, William Skipper, Brice Smith, Sharon Steadman, Paul van der Veur, German Zarate.

Absent: Gregory Phelan, Robert Spitzer, Randi Storch

Guest: Michele Whitecraft

### Associate Dean's Report:

- Drop and Add deadlines – please share with faculty
- Alpha Delta Scholarship deadline February 7, 2011
- Academic Hall of Fame – March 25th: Bill Thomas – Biological Sciences graduate, 1982

### Personnel:

- a) English: two searches; candidates coming in shortly
- b) Math: one search; two candidates coming
- c) Geology: one search; two candidates coming
- d) Biology: one search; phone interview
- e) Modern Languages: one search; scheduling
- f) Economics: one search, candidates coming this week
- g) Geography: one search, candidates coming soon
- h) Philosophy: one search, candidates coming soon
- i) History: one search, candidates coming soon

Travel expenses: the reimbursement process depends on the candidates making travel plans, not the departments.

Five full time lecturer positions: three being filled with existing instructors  
Math – one search. Economics in progress.

Note: Dean of Professional Studies search and Dean of Education search; candidates coming.

Note: Search for Director of International Programs has begun.

### Facilities:

Bowers is on schedule: a two year time frame.  
Dowd will be following that, one year of overlap.

Program study for Moffet to come – dependent on the Student Life center. Review of Prog. Study that was done a few years ago regarding Moffett coming. Bruce Mattingly will contact the relevant chairs.

Call for Alterations Program is now suspended.

## **Budget:**

- Expect news from Governor Cuomo soon.
- Searches are continued. Let's conclude quickly. Slight chance of SUNY having to abandon a search.

## **Curriculum:**

SPE 275: developed due to state mandate.

Required three credit course, per state, in all AdEd programs, this course is devoted to teaching special needs students. Ad Ed faculty met on this – 15 hours of field work is attached to the requirement.

Now it will be built into an existing placement (and same thing at graduate level).

Program Alteration forms not yet done. The provost wants to expedite it; it applies to new students as of fall 2011.

Question: Scheduling nightmare – especially regarding students with tight time frame. Multiple sections will be needed. There is a slight possibility of a delay in the implementation of the requirement.

Question: How about the possible overlap with existing psychology courses on exceptionality?

Question: How about allowing graduate students in with undergraduates?

Answer: Psychology course issue needs to be resolved soon.

Question: Retake policy: do departments have to advise students regarding the down side of retakes, for example, for full time status for financial aid, for housing? Should there be a policy regarding giving students this advice?

Suggestions:

- Banner – with window warning?
- Not secretary's job – pass it on to others, for example, the advisor
- Registrar is pressing secretaries on this issue.
- Bruce Mattingly: there is basic information that each advisor should know about retakes.
- Christopher Gascon: repeatability and retakes – it's confusing.

## **Assessment and Accreditation:**

NCATE visit March 5<sup>th</sup> – March 9<sup>th</sup>, 2011. Marley and Dennis will distribute the schedule. Students in AdEd programs need to know about this visit. Likewise regarding faculty. Conceptual framework knowledge.

Adjunct faculty are least connected to this process.

Board of Education members will visit classrooms. It can be random. It could be a GE visit. ID badges will be there.

Expect the institutional report soon. Sample faculty evaluations are being requested for B of E.

**Middle States Survey** deadline is tomorrow (February 1<sup>st</sup>). Feels like Program Review.

Process: editing over the summer, sent out for campus comment in fall. Final version goes out in December. Department specific information; some of that can come from the Annual Report or Program Review.

## **Old Business:**

The Adolescent Ed. Survey issued during final exam week. The context is the Provost's interest in organizational structure of school. No discussion of any detail. Nevertheless, Dean Mattingly wanted to survey the Ad Ed faculty to see where things could be improved. The survey reaction is a concern that reorganization is in progress. This is not so. It's really an issue for Adolescent Ed Council.

## **New Business:**

1) Grad. Assistantships – per Mark Yacavone, the issue of GA's as a recruitment tool or reward. Funding is dependent on state CCF, department support. Management of the budget – encumbering funds at time of award to student.

Question from Bruce Mattingly: do any departments in Arts and Sciences supplement grad. assistantships with department money? Answer: no. The possible exception is the CPN program funds.

2) MPAA handout regarding copyright issues and classroom use.

3) Class Scheduling Proposal:

- Rhonda's experience is that this year is better than most regarding distribution across time slots. Thanks to all for that effort.

- If there's a room problem in September 2011, let's fix that now ASAP.

- Regarding how to flatten the schedule, the provost is not interested in departments acting solo on this kind of change. A uniform approach is better.

- Judy Ouellette distributed a set of possible schedule options: A,B,C.

- See handout. Schedule A is the proposal which has tentative support from the provost.

- Question: is 8:30 more family friendly in practice? Physics likes the 8:30 start.

- Modern Languages will have trouble with Schedule B. They're okay with Schedule A.

- Some are okay with going back to a ten minute break (M,W,F).

- Geography prefers the 75 minute classes on M,W – Schedule B.

- Performing Arts also prefers the 75 minute classes on M,W – Schedule B.

- MAT likes Schedule A and Schedule C. Breaks of ten minutes are too short; twenty minutes is too long.

- English likes the old school ten minutes or fifteen minute breaks.

Needs further discussion.

Reminder: Black History Month starts tomorrow.

Note other dates on the agenda.