

## Arts and Sciences Chairs' Council Meeting Minutes 10/04/10

Present: Scott Anderson, Seth Asumah, Robert Darling, Peter Ducey, Lori Ellis, Christopher Gascon, Isa Jubran, Matthew Lessig, David Neal, Jerome O'Callaghan, Judith Ouellette, Gregory Phelan, Kathryn Russell, William Skipper, Brice Smith, Robert Spitzer, Sharon Steadman, Randi Storch, German Zarate.

Absent: Bruce Mattingly

### **Associate Dean's Report:**

Watch for announcement about the October 21 meeting: Advisors and Grad Coordinators and Chairs.

### **Personnel:**

Associate Dean's Office - Michele Lella has been hired as the Associate Dean's secretary.

English Department - Molly McGowen (coming from Binghamton University) will be department secretary.

Geology/Physics – Haley Zurell

### **Problem:**

Grade changes from Adjunct when the adjunct is now gone. The department chair should handle their changes of grade. Former employees don't have access to e-learning.

Problem: we (chairs) don't really know when an INC is issued.

Chairs should keep files on data re: course – especially grades and final exams.

### **Facilities:**

Call for alterations: be aware it's out there. The Deadline is October 15. Examples – changing a workroom to a lab.

CHE – safety issue; should it go to Call for Alterations or Environmental Health and Safety? The Dean is not sure.

No sign of academic equipment replacement money.

### **Gifts:**

-There was a lab donated by alumni years ago. IR now says we lack resources to support that lab.

If you seek a grant or gift, you need to plan ahead for maintenance of the material. Thinking long term when talking to the donor.

There is problem with IR not having the staff to deliver needed services.

Bruce Mattingly: make it clear that this is not the second computer for a faculty member. Faculty are entitled to one in the office.

Amy Berg has agreed that a flag at “50% of online capacity used” in faculty email is too early.

Scott: we need more memory for mail for faculty. There should be more memory available now, not less, given the student migration to Google.

## **Curriculum:**

Independent study request – recent example of this being a parallel section of an existing course, i.e. a way around the add/drop deadline.

Bruce Mattingly: concerned about Independent Study in general. It should not duplicate existing courses. Jerry O’Callaghan and Bruce Mattingly agreed that Independent Study is not the right move. The ideal Independent Study is faculty initiated. Use the Notes as part of the new course creation form to explain why this is needed. Bruce needs a rationale to justify an Independent Study.

Randi Storch: got independent study courses approved for 2 grad students. Needed because of the lack of courses. We need it every semester.

Bruce Mattingly: when we admit students to the graduate program we have an obligation to deliver the courses that are needed for them to graduate. In the background is a plan to have a graduate program review this year. Are programs really able to deliver?

Scott Anderson: likewise in Geography, we need to offer independent study.

Bob Spitzer: doing more and more above load and “low-enrolled” courses on the books.

Bruce Mattingly: my concern is faculty workload.

Seth Asumah: I need Independent Study to get students to graduate.

Bruce Mattingly: we’re sensitive to the problem of shortage of faculty. Tracking the overloads will get tricky; in some departments it’s all under one name.

**Assessment: none**

## **Annual Report Format:**

About Academic Excellence:

Bruce Mattingly: academic excellence was subdivided into several subsections (see A&S annual report). Research and Scholarship and Faculty Service are reasonably clear. Tricky when it comes to excellence in teaching. CTEs are debated already. We are excellent – there is no lack of outstanding teaching.

Suggestions:

- a) Innovative teaching methods
- b) CTEs are valuable as a piece of the puzzle.
- c) Practice of Peer Observation
- d) Awards
- e) Factors that matter are quality of interaction, class size, interaction outside of class.
- f) Redesign of courses
- g) Advisement falling under Teaching – not really studied/analyzed yet
- h) Variety of courses covering the discipline

- i) Student comments can be helpful, but beware of bias in the source. Also note issues of diversity. Curricula have been reformed for forty years. Lots of material on race diversity, gender, etc., in each discipline.
- j) It's hard when your student population is largely other majors. Hard to get good feedback.

Peter Ducey: Curriculum Review is important to us but outcomes are critical especially to external reviewers.

Scott Anderson: Let's not add to faculty workload.

In Art the outcomes are out there all the time – critique process.

In Sociology comment sheets are available.

In Philosophy there is a dialog with students about how the program works from the inside

Seth Asumah: Distinguished teaching professors got an email about a meeting in Albany to revise criteria.

-External recognition for pedagogy innovation.

Chris Gascon: Is the word 'excellent' setting us up? Maybe it's impossible. Can we show it? We can show best practices.

Bruce Mattingly: Maybe we can look at Transformational Education, well-being and maximizing resources; a part of each upcoming meeting.

### **New Business:**

Conflict resolution training session; are there particular issues for a chair workshop?

Possible topic: FERPA and parents.

November 1, November 15 meetings for workshops.

### **New Business II:**

Provost email regarding required eight questions in CTE.

"I instruct that they be included" memo from the provost. In 2002 this policy was approved.

This may mean some deletion of questions by a department if there are too many questions.

Question: does the college use the data?

Answer: No. See documentation around this policy. Focus on faculty formative assessment.

Bruce Mattingly: looking for volunteer for Advisory Council regarding summer session. Need faculty/chair.

-Scott Anderson will volunteer.

Announcement: Judy Ouellette will represent Arts & Sciences on Academic Affairs Council.