

## **Arts and Sciences Chairs' Council Meeting Minutes 8/23/12**

Present: Bruce Mattingly, Scott Anderson, Seth Asumah, David Barclay, Peter Ducey, Lori Ellis, Andrew Fitz-Gibbon, Christopher Gascon, Isa Jubran, Matthew Lessig, David Neal, Jerome O'Callaghan, Judith Ouellette, Gregory Phelan, William Skipper, Robert Spitzer, Sharon Steadman, Brent Troyan, Paul van der Veur, German Zarate.

Absent: Brice Smith

### **Administrative Update: Welcome to New Chairs**

Andrew Fitz-Gibbon

Brent Troyan

David Barclay

A spectacular opening event today – Arts & Sciences very well represented. An excellent representation of Cortland to the Chancellor.

### **Associate Dean's Report: Jerome O'Callaghan**

Next week will be challenging given the crunch in classrooms, relocated faculty and department offices, tough parking, many classes at capacity, etc. The usual add/drop will be more intense.

Departments can help by making sure advisors are around throughout the week, and, particularly, secretaries. One of the most frequent stories we hear is the student thinking that because the flag is lifted, they are registered in a course.

Encourage faculty to run a new class list on Monday or Tuesday.

Discourage students from waiting until Friday to use Drop/Add. The usual email will go out.

Comment: More prominence for Arts & Sciences web page. Jerry should have a link to the A&S page with chairs.

Pete: remember most science departments are still in Bowers. It is not 100% closed.

Grad Coordinators – Jerry will organize meeting to discuss when grad students become inactive..

### **Personnel: Searches**

The Deans made a list and collectively prioritized positions.

- There are twenty-five positions listed.

The Provost and the President reviewed and revised the list. Fifteen are now approved by the President; 9/15 in A&S. Possibly, there will be 3 more positions approved.

Positions: Political Science, English, Economics, Psychology, Sociology, Communication Studies, History, Chemistry, International Studies Coordinator.

The national average salary of assistant professors is about the low \$50Ks.

Bruce: Requests for new positions have to go through the dean. They should not go directly to the Provost.

- As you prepare, don't just list courses. Be clear about teaching, research, service. Think through "required" and "preferred" qualified candidates.

-Human Resources training is needed for search committee members. Wait for word from HR.

-Quantitative and Qualitative data used in determining the priority list.

Bruce: the key topic at the Presidential Retreat was diversity. We all talk about the benefits of it.  
-Remember that in faculty searches.  
-This is a rare opportunity. Think carefully and keep the pool broad.

English Department: -Resigned: M. Gauthier -Retirement: N. Morris

Tom Mwanika suffered a stroke. He is now at University Hospital in Syracuse.

Time and Attendance System – chairs have been invited to training. Department chairs can do a lot of this by proxy.

### **Budget:**

The Provo and Vice President of Finance restored some funding to OTPS over the summer. Typically departments will get the 20% (cut in 2008) restored. Right now the budget shows as zero.

### **Facilities:**

-New furniture in the Colloquium is much appreciated.

-Mobile classrooms will be unlocked by custodians.

-Surge spaces are still in progress.

-Facilities is working as hard as possible.

-The furniture in the hallway near 110 needs to be moved.

Bruce: classroom changes requests must come from the Chair - leave Rhonda out.

-Go to the Registrar, first.

-The #1 priority is ADA accommodation.

-We are not interested in requests that come four weeks in. Some time frames are fully landlocked.

Scott: The GIS lab is now opened by I.R. to other classes. If an instructor is using the lab, would they please allow the GIS students to do their work.

Pete: recall that more spaces are used continually though not scheduled as participants.

Spaces: procuring access to benefit all our students. Specialized spaces are exceptions.

Lori: scheduling an independent study for a definite time and space runs into student schedule issues; time conflicts.

Question: lab times that are not tied to a specific class – is that possible?

Answer: I don't know.

-Some classes moved a month ago, but the Registrar moved without any notice to the department.

-the Psychology lab appears to hold more stations but in reality two or three stations are out of order.

Can we generalize Scott's request to use open stations?

Bruce: departments should follow up on that. Courtesy is expected from students.

Question: new hires for 2013 – will there be office space?

### **New Business:**

Agenda topics for this semester; quick overview.

Topic #1 – Handbook 415.7 – GPA data is required. Let's follow up on that.

-It's hard to comment on one individual faculty member's GPA patterns if we don't have this in context.

Also, across different sections of one course, is there consistency?

Topic #2 – Course Redesign. More to come on this.

The temporary service budget needs reduction. Adj. reductions due to new hires is not enough. Greater reductions in adj. lines are needed now.

Options:

- larger classes
- less frequent offerings
- decrease lower enrolled courses

But look to program redesign.

A&S is 16% of graduate enrollment at SUNY Cortland. Are some programs too small to continue? Look at the departments that use larger sections, for example Psychology, Biology and Communications.

Our motivation is not 100% budget.

Quality control is another dimension to course redesign.

Topic #3 – Grant Writing – see handout. The sources are Amy and Glen.

Indirect cost returns funded increase in travel money for faculty.

The Dean's Office support of \$500 for a grant proposal – see conditions in handout.

Last minute registration tomorrow.