

## Arts and Sciences Chairs' Council Meeting Minutes 10/17/11

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, Gregory Phelan, Kathryn Russell, William Skipper, Brice Smith, Robert Spitzer, Randi Storch, Paul van der Veur, German Zarate.

Absent: Sharon Steadman

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

Curriculum minutes from A & S and CCRC are posted. The Associate Dean recommends departments getting proposals out sooner rather than later.

### **Personnel:**

COACHE Survey – SUNY wants all tenure track faculty to participate. Awaiting an announcement from our Provost – in the next ten days.

- We're hoping to maximize participation.
- Please encourage full time faculty to participate.

Position requests: the Administration says now "wait and see."

There is a *slight* concern that the state will sweep reserves from all the campuses.

- If the state continues the current tuition program, we will be in good shape in five years.
- The option of a "local retirement incentive" might be on the table soon.
- There will be no search for a Registrar this year.
- Beth Langhans wants an Arts and Sciences representative for all college scholarship committees.

### **Facilities:**

- Bowers is advertised.
- Moffett and Old Main: the preliminary plan has some departments moving to the renovated Moffett. Bruce Mattingly has met with departments and with Nasrin. They need to shrink the list. As of now: Economics, Political Sci, Psychology and Africana Studies would move to Moffett.
- Dowd surge issues continue: the TV studio, the Gallery and the theater.

Lori Ellis: surge specific changes on the second floor.

Expect an update regarding Scholar's Day soon.

### **Budget:**

Call for alterations

- No CFA this year.
- The Youth Sports Institute at Cortland will be terminated after March 2012.
- Furloughs are now happening for CSEA – the savings will be \$170,000.

- International student recruitment:  
The Agency model is now being used.

Lori: we need to help agents with information about our programs.  
Bruce Mattingly: the Admissions Office should be the route of information.  
- Bruce will follow up on this with Admissions.

### **Curriculum:**

Another school had a proposal that went to the school committee and was denied. But it went to the Interim Dean. He sent it to GFEC – GFEC turned it back.  
The Provost is curious. Should it be like Personnel where negative reviews are sent onward?

Bob Spitzer: in Curriculum, the ultimate appeal is to the Provost.  
Judy Ouellette: thought the Dean could move things forward despite negative reviews.  
- Should school committees be abolished?

### **Assessment and Accreditation:**

Middle States: the requirements for syllabi are there. Just one syllabus per course in your schedule Fall or Spring.  
- A draft of the M.S. report is now out. A Sandwich Seminar is coming soon.

### **Old Business: none**

### **New Business:**

Program Review: presentation from Modern Languages

- Bruce asked Modern Languages to explain its Program Review – good job on assessment.  
- See handout from Chris Gascon.

Chris Gascon:

- Be sure to allow students to meet with reviewers.
- Be ready to adjust the template.
- Get data **early**.
- Be ready to talk about implementation of the *last* report.
- CVs required in most cases; syllabi not necessarily so.

Bruce: use assessments to set your future agenda. It's not a beauty contest.

### **Announcements:**

- The Fall Administrative Conference is today at 3:30 p.m.  
- Fire inspections: October 17 through November 2.  
- Sabbatical Leave recommendations are due to the dean October 21.  
- Fall 2011 Special Final Exam Requests are due.

### **Personnel:**

Faculty with Continuing Appointment decisions this year. No letter from the Chancellor is in place yet. Don't let that get in the way. Don't be concerned.

Technical question:

Greg Phalen: using iTunes for open distribution.

The campus has decided to abandon iTunes. Change again without consultation from IR.

- Open courseware option is not clear now.

Let Greg know if your dept is affected by this. More consultation should happen.

Isa Jubran: old material keeps cropping up in the web page.