

College of Arts & Sciences

Chairs' Meeting Minutes -- April 6, 2011

1. Guest

Jennifer Rinehart, from the SUNY Fredonia Technology Incubator, attended this meeting to provide a quick overview of her role there and her intention to raise awareness for the Technology Incubator. Jennifer hopes to bridge the gap between the campus and the communities by helping students start their own businesses. Currently she is spreading the word around campus by holding a Student Contest for Entrepreneurship. There is a cash prize and chance for a lucky student to start their own business. She chose the Deans and Chairs as her first audience as you know who the students are that would benefit from the Tech Incubator services. Note, a student doesn't need to be a Business Major to start a business. Feel free to share the following link <http://incubator.fredonia.edu/> to learn more about the Technology Incubator.

2. Assistant Dean: Report on Academic Assessment for the College of Arts and Sciences

Ingrid Johnston-Robledo presented the results of her assessment meetings with all the departments in the college via handouts and a power point. Her overview was thoughtful and informative. Electronic copies of Ingrid's handouts are posted on the Angel site. Key highlights of this presentation include "implementation"—all departments assessment planning should be in place by the start of the Fall 2011 semester, at which time they will be the 'implementation phase' of their plan.

We heard from four Chairs who shared their best practices with the group. Adrienne built a complex spreadsheet that encompasses each type of assessment the English department must adhere to, the SLO's for each, who's working these goals, and their actions. Cheryl's department faculty take ownership of assessment by working together and discussing and revising plans on a continuous basis and have developed a test as an instrument of measurement. Mike described a test his department gives to their Senior Seminar and the results of that are interpreted and reported. Pat's department is making use of a Google Apps database to evaluate the results of the national rating test, which the department purchased.

In addition to explaining the guidelines for effective assessment of academic programs, Ingrid informed the Chairs that they will be required to submit an Annual Assessment Report in late September. Assessment information may be left off the Departmental Annual Report and included on the Assessment Report, a template was developed for their use.

3. Guest: Assistant Director of Institutional Research, Marissa Cope

Marissa addressed the group, handed out the template which she and Ingrid, and Jackie Swansinger developed from a model currently being used at Stanford University. Marissa did a very nice job in her first formal presentation at SUNY Fredonia and offered to make herself available to any and all chairs who need assistance completing this template.

Jackie Swansinger also attended this meeting. She sits on the campus wide assessment committee and is the Director of Assessment. She asked if anyone could recommend one representative from the humanities, one from the sciences and a rep from the arts to join this committee. The Dean will coordinate recommendations and get back to her.

4. Budget Projections Handout

Dr. Kijinski distributed then discussed the university's budget projections for next year and the year after. Essentially the institution has an \$8.3 million budget gap to close. The handout outlines the many ways in which we can make up that deficit. Please note that this is a tentative plan at this time.

5. Departments Quick Update

This was skipped due to time constraints.

6. Associate Dean Update

Ingrid gave her update in the beginning of the meeting.

7. Course Proposals

Roger briefly went over what each proposal entailed. All proposals were approved and will be sent on to Joe Straight for the Academic Affairs committee meeting.

- COMM 401, new course
- ARTS 241, course change
- THEA 441, course change
- DANC 370, new course
- GEO Astronomy, course change
- CDS 400
- CDS 419
- CDS 410
- CDS 400 syllabus
- Stat Minor, program proposal
- Stat Minor memo
- PHED 124
- PHED to EXSC
- Change of PHED prefix
- EXSC 200
- Intro Ex Phys
- Advanced Phys I
- PHED 410
- Advanced Phys II
- PHED 420
- EXSC program change
- EXSC program proposal form

8. Continued Discussion of Arts & Sciences Vision, Mission and Core Values Statement

A new edition of this statement was handed out as some changes have been made. Please send any further comments to John.

9. Annual Report Form Discussion – Digital Measures Training

The University will be using digital measures for the annual reports this year. Jamar Pickreign will be holding training sessions on how to use digital measure. Please watch your e-mail for training sessions.