

College of Arts & Sciences Chairs' Meeting Minutes

February 2, 2011

1. Budget

See attached newsletter from Dr. Horvath for a budget update.

2. Searches

See attached newsletter from Dr. Horvath for a search update.

3. Departments Quick Update

- ✓ THEA – you can find the schedule of events for this semester printed on hot cup holders from the Buster Brown Bean Company;
- ✓ SOC – first year reappointments went very well;
- ✓ PHYSICS – Be sure to check catalogue and website links in your area, as they aren't always listed correctly.
- ✓ COMM – Search for Assistant Professor
- ✓ MATH – Has 3 teams competing in the Math Modeling Competition
- ✓ GEO – Welcome to the new chair Gordon Baird and congrats to Ann Deakin for receiving a Fulbright Opportunity
- ✓ BIO – Two NSF Grants have been submitted and their newly hired assistant professor will be submitting two more
- ✓ ENG – Has the privilege of hosting 6 visiting writers
- ✓ CIS – Accomplished many things over the semester break such as a new brochure, revised website and movie, had all their CCC courses approved and begins their 5-year review this week
- ✓ POLI - Accolades for two of their alums: Andrew Fisher and Bob Spitzer who authored a book on gun control

4. Overrides for number of credit hours a student can take

The Academic Affairs Committee is discussing the possible need for a written policy on the limit of credits a student can take over the full-time limit; also the limit of credits for students on probation. Chairs should remind faculty, to remind students, that signatures are not required from the Dean for this override; it should be handled at the chair level.

5. Collecting syllabi from departments

Ingrid thanked everyone who has already submitted their syllabi to her for review. If any departments have not done so yet, please forward your semester syllabi directly to Ingrid Johnston-Robledo, electronically in a zip file.

6. Assistant Dean Update

Ingrid is researching what it takes to write a Monitoring Report. She is also completing her draft report on her assessment findings.

7. University Advancement and individual fundraising

Chairs were asked to remind faculty that any and all fundraising has to involve the Fredonia College Foundation to avoid duplication of efforts.

8. Assessment of Adjuncts

Middle States wants us to present evidence of effectiveness of adjuncts. Several ideas for doing this was discussed such as placing adjuncts on the Academic Affairs calendar reappointment schedule; require each adjunct to present to their chair a small dossier or statement regarding what they've been up to, along with copies of course evaluations, or have each adjunct contribute to the department's annual report. Most chairs found this methodology acceptable; however it would be problematic for the School of Music since they have so many. Some standardization needs to be written. It was mentioned that this is an explicit union issue and the union should be consulted first. The Dean is meeting with Ed Giblin of Labor Relations next week to discuss.

9. Research Day discussion

Dean Kijinski shared his vision for a Research Day event. It could be a three hour event and could include presentations from two representatives for each discipline (Arts, Humanities, and Sciences). Several venues were discussed. An October 2011 target date is being sought.

10. Strategic Planning Exercise

The Dean would like to meet with the Chairs again in two weeks to begin the process of strategic planning. He will see if Academic Leadership can be cancelled for this purpose. Details of this meeting will arrive under separate cover. For those who cannot attend, or would like input from their faculty, a google doc with editing rights will be developed.

11. Conversations in the Discipline

The Dean asked if anyone was interested in sitting on a committee. Tom Loughlin and John Staples volunteered.

12. Yield Rate / Enrollment Management

It is very important in these fiscal times that the university make all of its enrollment targets. Chairs should send their most engaging faculty and students to the upcoming open houses. This year's goal is 1600 new students, and we have raised our acceptance rate to 55%, from 49%.

13. Feb 21 Open House / Open House for Accepted Students, April 2nd

Informational.

14. Call for Computer Needs

If your department has any additional computer needs, please send them to the Dean by 2/16/2011.

15. Course/Program Proposals.

The following were discussed and approved for submission to the Academic Affairs Committee

- ◆ CIS Program Proposal Form
- ◆ CIS Program Proposal Form #2
- ◆ ENG 299
- ◆ INDS Exercise Science
- ◆ MATH 112
- ◆ SPAN 328
- ◆ SPAN 340
- ◆ SPAN 375
- ◆ SPAN 478

16. Sabbatical Requests

All full year sabbatical requests were approved; half year requests were not. Faculty notification is underway.

FREDONIA

Horth, Tracy <benkelma@fredonia.edu>

News from Academic Affairs

1 message

Academic Affairs <Academic.Affairs@fredonia.edu>
 Reply-To: Academic Affairs <Academic.Affairs@fredonia.edu>
 To: FACULTYSTAFF@listserv.fredonia.edu

Mon, Feb 7, 2011 at 3:29 PM

News from Academic Affairs**February 2011**

Dear SUNY Fredonia Colleagues,

Here is the monthly update from my office about news and issues in Academic Affairs. Although I had hoped to send this out last week, there were still updates on several issues. If there are topics you would like me to address in future issues, please let me know.

I hope that the spring semester is off to a good start for you and that even in this chilly winter you're finding sparks of imagination and warm connections with ideas, colleagues, and students.

Ginny Horvath

Vice President for Academic Affairs

STATUS OF SEARCHES

Searches in Academic Affairs are progressing. All searches have been approved as meeting the requirements set forth by President Hefner: vacant for the required time or approved by Cabinet because of health and safety reasons or severe impact on a program.

Department	Title	Replacing	Status
Tenure-Track Faculty Searches in 2010-2011 (<i>September 1, 2011 start for faculty</i>)			
Biology	Asst Prof	Strakosh	HIRED: Scott Medler
Communication	Asst Prof	Chilberg	Interviewing
Comm Dis & Sciences	Assoc/Prof & Chair	Wisensburn	Interviewing
Curriculum & Inst	Assoc/Prof & Chair	Dobey	Reviewing applications
Lang, Learn, Lead	Assoc Prof	Liontas	HIRED: Karen Lillie
Music	Asst Prof--Music Ed	Mayo	HIRED: Jill Reese

Music	Assist Prof--Violin	Sung	Reviewing applications
Soc/Anth/SW/CJ	Asst Prof--Crim Just	Sobol	Scheduling interviews
Other Searches			
Inst Res Plan & Assess	Assist Director	Zhang	HIRED: Marissa Cope
Library	Library Clerk 3	Wilkes	HIRED: Mary Lou DeWolf
Library	Circulation Clerk	Ferry	HIRED: Maureen Machemer
Registrar's Office	Registrar	Bowser	Reviewing applications
Info Technology Services	Help Desk Technician	Warren	HIRED: Amy Muscato

BUDGET/POSITIONS

As Dr. Hefner explained in his all-campus address on January 21, our campus is planning ways to address anticipated shortfalls in the 2012-2013 budgets for New York and for SUNY. Although closing the gap in the budget deficit is being accomplished through several means—primarily outside our division—Academic Affairs was asked to identify 10 of the vacant lines in our division as unfunded. This strategy has been assisting SUNY Fredonia in balancing the budget without layoffs and with continued commitment to providing classes students need.

After several discussions with the University Senate Planning and Budget Committee, I and the VP Council in Academic Affairs have submitted a list that the President and Cabinet approved. This chart shows the most recent cut positions in yellow; it also includes a full listing of all positions unfunded in Academic Affairs since summer 2009. Not funding these positions has yielded a total of \$1,349,449 of permanent savings for SUNY Fredonia.

Department	Title	Line #	Replacing	Date of Unfunding Decision
Staff/Administration				
Academic Advising	Secretary 1	185/144	Wygant	12/31/10
Academic Advising	Director	30	Garcia	08/01/09
Economics	KBS 1	192	Carpenter	12/31/10
Info Technology Svces	Dir, AIT	36	Plaister	12/31/10
Institutional Research	KBS 1 (.50)	190	Capitano	08/01/09
Library	Lib Clerk 2	349	Andolsek	12/31/10
Info Technology Svces	Inst Supp Spc	68	VandeVelde, M.	12/31/10
Prof Dev Center	Sr Staff Assoc	709	Schell	07/31/10
Registrar's Office	KBS 1	205	Merrill	08/01/09
Faculty				
Computer Science	Assoc Prof	373	Chan	8/1/09
Economics	Asst Prof	786	Suetorsak	8/1/09
English	Prof	626	Stinson	7/31/10
Geosciences	Prof	585	Barnard	12/31/10
Lang, Learn, Leadership	Prof	530	Mallette	7/31/10
Library	Ref Inst Lib	319	Dubaj	8/1/09

Mathematical Sciences	Lecturer	760	Meissner	12/31/10
Music--Voice	Assc Prof	579	Detweiler	12/31/10
Physics	Prof	722	Pendyala	12/31/10
Political Science	Asst Prof	416	Bogatyrenko	7/31/10
Sociology	Prof	480	Sinden	12/31/10
Visual Arts + New Media	Assoc Prof	710	Ferraro	7/31/10
PERMANENT SAVINGS			1,349,449	

MIGRATION TO GOOGLE MAIL

In January, SUNY Fredonia moved from hosting its own Microsoft Outlook email system to using Google mail for all students, faculty, and staff. This migration means not only a considerable cost savings to the campus but increased capacity for user mailboxes and document sharing. Staff members from Information Technology Services were effective in researching the best enterprise solution, preparing systems for the migration, training users in the new system, and seamlessly moving information to the new platform. Thank you to all who were involved in this extensive project!

SABBATICALS

This year, 15 faculty submitted requests for sabbaticals in 2011-12. I wish that the campus were in a position to support all, as having the time for scholarly and creative activity is an important part of faculty accomplishment and rejuvenation. However, in the current financial climate, most sabbatical requests could not be recommended. Faculty requests for a full-year sabbatical at half pay will be approved for sabbaticals, as the salary savings will benefit the campus in a difficult year. Requests for a half-year sabbatical at full pay will not be approved for sabbaticals, as funding these would cost more than \$100,000. Faculty have been contacted by their deans about the status of their requests. All will be eligible to apply again next fall, and I hope that our budget picture will allow approving these requests for an important part of faculty development.

STRATEGIC PLANNING: The Power of Fredonia

February is strategic planning month! All groups on campus—departments, divisions, residence halls, offices, committees—and external groups as well are invited to engage in a strategic planning exercise and submit their ideas. The Steering Committee developed a toolkit of exercises that any group can use to generate ideas and make participating as easy as possible.

These toolkits were distributed at the Internal Planning Conference on Monday, January 31, and additional toolkits are available from the office of the Vice President for Academic Affairs. All toolkit materials are also available online: <http://www.fredonia.edu/president/strategicplan2011/>. Follow the instructions with the exercises for summarizing your group's ideas and submitting them by March 1 to strategicplan2011@fredonia.edu.

The Steering Committee hopes that everyone joins in some discussion of envisioning Fredonia in the next five years! And watch for announcements about an exciting arts competition in March based on a vision for SUNY Fredonia.

Members of the Steering Committee are Michael Cerrie (College Council), Mary Lou DeWolf (Reed Library), Laura Geraci (Curriculum & Instruction), Betty Gossett (University Advancement), Tim Frerichs (Visual Arts + New Media), Markus Kessler (Facilities), Karen Klose (Information Technology Services), Kate Levy (School of Music), Sam Mason (Chemistry), Roothland Medina (Undergraduate Student), Averl Otis (Center for Multicultural Affairs), Peter Reinelt (Economics); co-chairs are Keary Howard (Mathematics) and Ginny Horvath (Vice President for Academic Affairs).

ADMINISTRATIVE REVIEW SCHEDULED FOR FALL 2011

Administrative reviews were introduced last year as a systematic way to provide feedback to leaders in Academic Affairs about what is working well and what needs to be addressed. Although the original plan was to engage the campus this semester in a review of Melinda Karnes, Associate Vice President for Curriculum and Academic Support, I've decided that it would be best to wait until Fall 2011 to conduct that review. The Academic Affairs division is being reviewed this semester, so it makes sense for us to wait until that division review is complete before beginning the next administrative review.

COMPUTER AND INFORMATION SCIENCES COURSES APPROVED FOR CCC

Last month at University Senate, I announced that SUNY had denied our request to have CSIT 104 and CSIT 105 included as meeting general education requirements. Due to a successful appeal by Reneta Barneva, Chair of the Department of Computer and Information Sciences, those courses are now approved as meeting the SUNY-wide general education requirements. Thank you, Reneta!

RED BALLOON BOOK DIALOGUES

The Red Balloon Book Dialogues continue this semester with three more opportunities to hear about and discuss recent books about higher education, based on preferences and suggestions from University Senate members and others. Participants do not have to have read the books, as each dialogue begins with a detailed summary of the book, followed by small-group discussion.

All sessions are held in the Horizon Room (Williams Center, lower level; 12:30 – 2:00 P.M); refreshments are provided. These dialogues are open to all members of the campus.

FEBRUARY 22 *Student Success in College: Creating the Conditions That Matter*, by George D. Kuh, Jillian Kinzie, John Schuh, and Elizabeth J. Witt.

Presenters/facilitators: Russ Boisjoly & Amy Cuhel-Schuckers.

MARCH 21 *The Marketplace of Ideas*, by Louis Menand
600 Presenters/facilitators: KimMarie Cole, Jan McVicker, & students in ENGL 500 and ENGL

APRIL 27 *Not for Profit*, by Martha C. Nussbaum
Presenters/facilitators: Ted Steinberg, Kevin Kearns, & Birger Vanwesenbeeck

OTHER UPCOMING EVENTS

Please mark your calendars for these other events in the next month:

Friday, February 25 12:30 – 3:00 (Williams Center Multipurpose Room)

Assessing Student Learning Outcomes: Chris Miller, Executive Director of the University Leadership Council, will give a summary of that research organization's national best practice report on student learning outcomes. His focus is on ways the faculty can be involved in defining learning outcomes and designing appropriate assessments, based on interviews and observations from many institutions. Plan to come for a light lunch beginning at 12:30, with the presentation beginning at 1:00. So that we can plan for the lunch, please RSVP to Pamela.Fabritius@fredonia.edu by the end of the day on Thursday, February 17.

Wednesday, March 2 1:00 – 2:00 (S-104 Williams Center)

The Red Balloon Project: Reimagining Undergraduate Education. George Mehaffy, AASCU Vice President for Academic Leadership and Change, is coming to Fredonia to speak about the Red Balloon Project as part of the Arts and Humanities Brown Bag Series. All are invited to hear this national leader in higher education as he outlines important issues and suggests new ways of thinking about the work we do.

INTERNATIONAL INITIATIVES

FLAME: In J-term, Profs. Tom Loughlin and Sam Kenney (Theatre and Dance) traveled to Pune, India, to offer acting and dance workshops to students at the Foundation for Liberal and Management Education (FLAME), and Ted Schwalbe offered a short-term course on international film at FLAME. In addition, five Fredonia students traveled to FLAME for a special version of that institution's Discover India program. Further collaborations are encouraged, so please bring your ideas forward!

HUFS: More than 700 students applied for
