

College of Arts & Sciences  
Chairs' Meeting Minutes- September 7, 2011

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- ❖ The meeting began with a hello to three new Chairs attending for the first time. They are Penny Hite, Sports Management and Exercise Science, Mary Carney, Sociology, Anthropology and Criminal Justice, and Social Work, and Mary Beth Sievens, History.
- ❖ Rob Deemer from the School of Music addressed the group in order to gain feedback on the use of Digital Measures for faculty and departmental annual reports. Rob indicated that he was also representing the Faculty and Professional Affairs Committee (FPAC) and that FPAC is charged with the oversight of Digital Measures. FPAC is now handling review and approval of procedural and implementation changes of Digital Measures for the University and Jamar Pickreign is still responsible for technical assistance.

Professor Straight agreed to send Rob the Math Department's Digital Measures instructions that faculty in Math have access to via Angel as a best practice. Professor Grady suggested adding a miscellaneous category. Rob would like any and all feedback by October 6<sup>th</sup>, so that any changes could take effect by this February. Feedback can left as a post on the google group or by emailing Rob directly.

- ❖ Karen Klose, Associate Vice President, and Kevin Lane from ITS addressed the Chairs regarding Angel. The Angel program was bought out by a company named Blackboard. We've used Blackboard in the past and were not happy with their service or features, so ITS is currently evaluating other learning/management systems. They will be making their recommendation to Cabinet by the end of this semester.

Karen also stated that the VP's purchased a digital imaging system that will eventually digitally store all student information. The benefit to this is that information can be electronically and securely transferred from one department to another, thus more sustainable and efficient. The implementation of this system has begun in Admissions and will migrate to Student Affairs and Student Accounts, and eventually the entire campus.

Windows Administrative Privileges were discussed. Karen indicated the reasons why limited admin privilege are necessary in a place this size, the biggest being malware and spyware invasion. However individuals may be given temporary admin privileges for a special project upon request.

An FYI to chairs is that the purchase of any new Mac 10.7 is currently on hold until October so that the Lion Operating System may be evaluated.

Karen also indicated that ITS will not provide oversight to Student Evaluations via OpScan sheets. There is a liability issue, they are not secure, they can be inaccurate if a student enters the wrong CRN, data could be manipulated. The Dean reinforced that Digital Measures has been purchased for this purpose and is the tool of choice.

- ❖ Xiao Zhang and Marissa Cope picked up the discussion at this point and spoke about Student Course Evaluations via Digital Measures. They circulated a handout that includes the fall timeline and an overview of the process (attached here). The basic instrument has 21 questions and will be required for all courses. Departments can input up to 5 additional department-specific questions and up to 5 instructor specific questions if they want. The deadline to opt in for the

"It is not enough to be busy. So are the ants. The question is: what are we busy about?" –Henry David Thoreau

online administration of course evaluations is September 16<sup>th</sup>. If a department chooses not to opt in, they must devise their own methodology for course evaluations.

- ❖ The Dean fielded questions and comments regarding the discretionary salary increase. The President's memo went out September 2 and everyone should have received it. Notification of the discretionary pool will be shared with chairs as soon as it is available.
- ❖ Comments on Strategic Planning: The new Dean of Visual and Performing Arts search will not begin until next year.
- ❖ Comments on Vacant Positions, Frozen Positions, and Budget: Cabinet gave the go ahead for 5 faculty searches within the College of Arts and Sciences to take place this academic year, with a 9/1/12 start date. The following departments will commence searching: Computer & Information Sciences, School of Music, Psychology, Sport Mgt & Exercise Science and Theatre & Dance. Comm Disorders & Sciences and Theatre & Dance could possibly be approved to search for their vacant lines this year too, these however are still pending. There are several other vacant positions who's searches are delayed until 2012-2013 and additional frozen positions discussed. The Dean stressed that justification for those frozen lines and delayed searches will continue to be looked at and chairs should always reevaluate their current justification for need.
- ❖ John would like to see the College of Arts & Sciences conduct a Research Day this coming spring semester. This would require 6 people within the college who would like to make a 20 minute presentation about their research, no specific theme, to a target audience of faculty, staff, students and community members. If you have an idea regarding the format of this event, would like to present, or know someone who would like to present, please contact John Kijinski.
- ❖ Wendy Corsi Staub, an alumna of SUNY Fredonia, entrepreneur and best-selling author, will be on campus September 30 for a convocation lecture in the Rosch Recital Hall. Look for more information to follow. Please encourage your students to attend.
- ❖ Departments Quick Update:
  - PHYSICS – Physics is starting the year of right with much interest in the program than usual.
  - GEO – The NYS Geological Association meeting is being held on October 15 & 16 in Syracuse – this will be a big field trip to marcellus shale.
  - COMM – met their freshmen target
  - THEA –first show is “The Spelling Bee” on Oct. 20, 2011
  - MLL - blended courses discussion on 9/27 @ 4:30; all are welcome
  - PHIL - met their freshmen target
  - ENG- two upcoming events; see homepage <http://www.fredonia.edu/department/english/>
  - BIO – Very pleased to welcome Scott Medler and the Biology newsletter (Bio Bits) just recently went out.
  - CDS – TheYoungerman Center will be hosting their Stroke Awareness Walk on September 17 at 9 a.m.
  - CHEM – The groundbreaking for the new science center is scheduled for Friday, September 9.
  - HIST - basket exhibit in reed and related event 9/13
  - VANM - looking forward to the completion of RAC Gallery remodel, 3<sup>rd</sup> week in October
  - MUS - Yo Yo Ma Master Class, day before sold out show, 12/7/11

- MATH – Project Prime had over 30 students participating this year; coordinated by Keary Howard.
  - POLI SCI – John Zagbe will be speaking on September 22 at 2 p.m. in Rosch Recital Hall as part of the Constitution Week events.
  - PSY – Alum Jess Goodell will be speaking on September 16 at 11 a.m. in 209 McEwen and at 1 p.m. in W101Thompson Hall.
  - SOC – Pleased to welcome Melanie Pallone, new Criminal Justice faculty and Social Work has the largest class to date.
  - SPMG – Penny and Todd Backes just received stats back from a project in spring and she hopes the results will be published soon.
  - CIS – They have two visitors in the department. Izmir Ufuktepe will talk on Friday.
- ❖ A reminder to chairs to submit Faculty Workload Letters electronically to either Tracy or Julie.
- ❖ Assistant Dean: Ingrid reminds everyone that learning outcome goals should be submitted to her by 9/27; those that did not submit syllabi to her should do so also, and there will be a workshop for those departments scheduled for a 5-yr review this year on 9/14/11 at 3:00.
- ❖ Associate Dean Update: As most everyone is aware by now the college took on another program, the interdisciplinary studies program. The program is being directed by Roger Byrne, and Roger is advising the INDS Self Design students.
- ❖ Course / Program Proposals –
- Roger proposed that minor changes that are submitted to him be allowed to be moved forward without this group's approval. This will move some proposals along quicker and not take up time at the Chairs' meeting. This was approved by the group.
- INDS Film Studies Program – proposal to remove several courses, approved.
  - COMM 354, pre-requisite change, approved
  - COMM Video Program, additional electives, approved, sent to AAC 8/22
  - COMM 312, deactivate course, approved.
  - ENGL 100, description change, approved, sent to AAC 9/2
  - ENGL 327, new course, x-listed, approved
  - CDS 500, course description change, approved
  - CDS 555, course description change, approved
  - CDS 606, course description change, approved
  - CDS 608, course description change, approved
  - ESCI 310, course description change, not reviewed
  - ESCI 410, course description change, not reviewed
  - Medical Technology Program Proposal and attachments, approved
  - PHIL 337, new course, international component, approved.