

Council of Chairs' Meeting
Minutes
January 14, 2009

Present: Joy Swallow, Burton Dunbar, Josh Peng for Kathleen Kilway, Ken Novak, Carol Koehler, Jim Sturgeon, Jeff Rydberg-Cox, Kathy Krause, Jimmy Adegoke, Jie Chen, Clancy Martin, Michael Kruger, Harris Mirkin, Diane Filion, Michael Smith, Linda Breytspraak, Tom Mardikes, Karen Vorst

Guests: Karen English, A&S Alumni Director, Debbie Kirchhoff, A&S Development Director, Dale Neuman, Tom Stroik, Tom Sandreczki, Wayne Vaught

Absent: Gary Ebersole, Kathleen Kilway (excused)

Guests: Karen English & Debbie Kirchhoff introduced themselves to the department chairs.

Information:

- SPRS@LISTSERV.UMKC.EDU – This is a research listserv that often contains great ideas. Chairs were asked to have themselves and their faculty included on this listserv.
- Comparator/Aspirational Institutions for the College as a whole: Departments have completed individual department comparator/aspirational goals and the College is currently completing the goals for College to put forward to the Provost.
- Faculty Lecture Series: Dean Vorst advised the chairs that we would like to develop a College lecture series to create an opportunity to meet and work with colleagues across the College. She asked for ideas and/or volunteers to develop the lecture series and she advised that we would like to have two or three beginning the Winter '09 semester. It was suggested that the lectures be 20 minute presentation with a 10 minute question and answer period, followed by a short social gathering.
- Enrollment: Dean Vorst read the summary of the preliminary enrollment report for Spring 2009 semester. The College of Arts & Sciences reports an increase in headcount (+3.2%) and SCH (+2.1%).

- GTA/GRA Offer Letters: All offer letters for those students expected to be coming here or being renewed for the fall of 2009 must be approved by the Dean's office before being sent out to the student. No fee remissions or stipends will be processed without an approved letter on file. Dean Vorst explained that this change is part of the change in business practices for the University.
- Reminder: FAS reports from all regular faculty are due in hard copy form by February 6th. The Department's annual evaluations of all faculty members are due by March 2nd. This year the A&S Promotion and Tenure Committee will review all tenured and tenure-track faculty evaluations.
- Associate Deans Duties: Dean Vorst introduced Wayne Vaught as the new Associate Dean replacing Charles Wurrey. She also announced the reassignment of duties of each Associate Dean.

Dr. Tom Sandreczki will be AD for College Development taking care of P&T, annual evaluations and travel.

Dr. Tom Stroik will be AD for Graduate Programs

Dr. Wayne Vaught will be AD for Undergraduate Programs.

More details will be provided on their duties later and posted on the A&S website.

Discussion:

- Budget: Department chairs were provided with a handout on proposed cuts based on 15, 20 and 25% scenarios. These were the proposed cuts that the College submitted to Chancellor Morton in December. The Dean reminded the chairs that times ahead for this fiscal year and the next will surely be difficult. We will need to save money where we can. This is likely to include some cutbacks in travel. Each department will need to keep records on any expense/cost savings that occur, as a report will need to be produced in the near future for the Chancellor's review. Discussion ensued.
- Holiday Breaks – 2009: Dean Vorst asked department chairs to prepare for an open campus during the week between Christmas & New Year in 2009. She stated that it would be necessary for faculty & staff to be present to constitute the office being open for business. Several faculty voiced concerns regarding this ruling and suggested that we approach the administration to reconsider the decision.