

Council of Chairs' Meeting
Minutes
February 11, 2009

Attending: Swallow, Dunbar, Kilway, Koehler, Rydberg-Cox, Krause, Adegoke, Ebersole, Chen, Martin, Kruger, Fillion, Breyspraak, Novak, Mirkin
Not present: Mardikes (excused)
Dean's Office: Vorst, Stroik, Sandreczki, Vaught, Wilson

Information:

- Annual Evaluations for all faculty due March 9th with staff evaluations due April 19th.
- FAS Data Entry Issues: Apparently, the FAS system will not allow the fall courses to be downloaded until Feb. 3. Therefore, we will most likely move the due date to the Dean's office back to the second week of February going forward.
- Yield Event date set for March 1, 2009 from 3:00 – 5:00 p.m. in Pierson. Each department is required to send at least one representative to this event. Tom Sandreczki will e-mail list of interested students to department chairs prior to event. He requests that departments contact these students prior to the event. Anticipated attendance, 70-100 students plus family members

Strategic Plan: Chairs' Committees Reports:

Academic Program: Report given by Assoc. Dean Tom Stroik

Dr. Stroik reports that the committee is working on the second tier of development of the general education requirement proposal. Committee members have met with most all of the A&S departments and have received valuable input. He encourages faculty to attend the committee meetings. Meeting dates/times are posted on the A&S web site.

Faculty & Funding: Report given by Assoc. Dean Wayne Vaught

Dr. Vaught reports the committee is working to identify key areas of faculty workload along with being recognized for their accomplishments.

Marketing: Report given by Assoc. Dean Tom Sandreczki

Dr. Sandreczki reports the committee has targeted four specific goals.

- Should we build/enhance a college brand
- Are our constituents interested in this brand?
- Is there something we can do to promote our graduate courses?
- Highlight programs – should these be promoted on a rotating basis?

Dr. Sandreczki will e-mail the 4 goals to the department chairs and is asking for feedback.

Dr. Sandreczki reports that the Provost is interested in promoting a University Summer Session and will be willing to contribute funds to this end. It is unknown at this time how much financial support would be available.

Last summer the College sent an e-mail blast to students that had shown interest in UMKC but had chosen another university, but who might be home during the summer and in need of taking summer courses. We will do that again this year.

Recruiting & Retention: Dr. Sandreczki advised that the committee is currently working on a final report.

Discussion

WEPT Requirement: Dr. Jeff Rydberg-Cox asked for chairs input regarding the ability of individual instructors to waive the requirement that students must have taken and passed the WEPT before being allowed to enroll in WI courses.

He stated that the English department faculty feels that since the WEPT is a general education requirement that individual faculty should not have the authority to waive the requirement. As it stands right now, there is no consistency as to the reason that faculty might waive the requirement or not to allow students to enroll in their classes. This inconsistency leads to an unfair advantage for some students who are in need of taking a WI course to graduate. It was also mentioned by Assoc. Dean Sandreczki that it may open some legal issues. We have experienced students and/or parents who notify the Dean's office accusing the College of bias and prejudice.

It was the general consensus that since the WEPT is in fact a general education requirement, that individual faculty/departments should not be allowed to waive the requirement and a student must petition the Academic Standards Committee for an exception. Dr. Rydberg-Cox stated he would take the information back to the Curriculum Committee. The Dean's office will formulate a statement and a reminder to both faculty and students about this requirement.

Summer Session:

Assoc. Dean Stroik announced that it is now more important than ever before to ensure that every class MUST pay for itself. He strongly encouraged department chairs to have an understanding with their faculty that have agreed to teach a summer course that they need to be willing to teach the class for less money in the event the enrollment would not pay the full 10% of the faculty salary prior to putting the class on the schedule.

He continued to explain that going into the Fall 2009 semester we needed to make every attempt to have full enrollments for the courses on the schedule. We may need to cancel a course to ensure that other courses are full. We must make the most of the faculty we have in order to keep our payroll down.

PACE/CE Revenue Sharing:

Dean Vorst announced that beginning immediate and into the 2010 fiscal year that revenue sharing would be reduced by 50% to departments. She explained that we must do everything possible to establish reserve dollars in the College. It was also explained that this revenue was never intended to be used by departments to establish individual research accounts, but for department development accounts.

Cost Reduction Documents:

Cost/Expenditure Reduction Report to Chancellor:

Jan. 2009	\$149,442
Feb. – June	\$541,328
FY10	\$985,477

Dean Vorst asked that department continue to track savings as the College will certainly be asked to provide this information at a future date. A template will be sent to departments for this purpose.

Other:

ProCard Purchases:

Dean Vorst reminded Chairs that the use of the ProCard to make any travel or food purchases without first obtaining pre-approval was prohibited. She reminded them that the use of the Dean's Funding Request form was to be used for any expense for food. She advised that when reconciling ProCard statements it is necessary to insert appropriate comments to explain purchases made at any retailer, especially those that sell food products.

Dr. Harris Mirkin asked about discretionary spending in departments. He expressed concern that the current restrictions in spending could affect our ability to retain students. The Dean responded that clearly no one likes the current budget crisis but we all need to understand the severity of its effects. Savings now will indeed put us in a better position as we try to wind our way through this crisis, not just for the rest of this fiscal year but also into the next.

GTA Positions:

Assoc. Dean Stroik announced that due to the current Hiring Freeze it would be necessary for departments to determine how many GTA's they would be replacing for the Fall 09 semester or how many new positions they are requesting as it will be necessary to submit the College's request to the Hiring Committee for approval before we can make an offer to the student; therefore departments need to get that number to him as soon as possible.