

Council of Chairs' Meeting
Minutes
April 1, 2009

Attending: Swallow, Dunbar, Sandreczki (for Kilway), Koehler, Sturgeon, Blanton, Ray Coveney (for Adegoke), Ebersole, Chen, Martin, Kruger, Fillion, Mirkin, Novak, Breyspraak, Mardikes

Not present but excused: Michael Smith, Jimmy Adegoke

Dean's Office: Vorst, Stroik, Sandreczki, Vaught, Neuman, Hilburn

Guests: Pat Hilburn, A&S Fiscal Officer

Pat provided clarification of administrative responsibilities of the PI over grants. He explained that these were for sponsored program grants only, not UMRB or FRG grants.

Handouts were provided describing the roles and responsibilities of the Principal Investigator and the Research Administrator.

The Sponsored Programs Office will be providing training to all PI's and RA's on April 10th from 10:00 – 12:00 in FH 256 for the College of A & S. They will also hold an open training session on April 17th from 9:00 – 11:00 in FA 305. Pat advised that he would attempt to arrange an afternoon session on April 10th if there were enough interest and asked that all interested contact him directly.

Information:

Staff evaluations are due April 15, 2009 in the Dean's office. Forms are located on the HR website.

Hispanic Youth Day: Will be held April 9, 2009, 8:00 – 8:45 in Pierson.

Student Print Limit: Dean Vorst stated that Mary Lou Hines indicated that they will investigate this issue more to see what sister institutions are doing. We would expect UMKC's limit to fall in line with them. Update will follow.

A&S Reception: Dean Vorst will host the reception which will be held on April 23, 2009 from 3:00 – 5:30 in the lobby of the Performing Arts Center. Jennifer Martin, Theatre department, will provide a 15-20 minute presentation. Discussion and social hour will follow.

Summer Justifications: Dean Vorst announced that each department will need to provide a justification form for every full-time faculty member that will be teaching a summer course. Patty Wolverton & Tammy Henderson have been in contact with departments advising them how they are to submit the forms.

A question was asked regarding the need to complete justifications for returning student employees in the fall. Dean Vorst advised that we did not know the answer to that question yet. When we have more information on next year's budget, that answer should become clearer.

Welcome Center Update:

Dean Vorst announced that she would invite Jennifer DeHaemers to attend one of the Chairs' meetings to discuss how the Welcome Center and the College might work more effectively together.

Other:

Summer Advising:

Dean Vorst provided handouts of a draft proposal indicating College financial support to departments for summer advising. The proposal indicated that advisors would work ten weeks from late May through early August and must cover summer orientations and be in their campus offices at least five hours per week for advising appointments.

The Dean's office would provide \$1000.00 to departments with fewer than 150 majors, \$1500.00 with 150-250 majors, and \$2000.00 to departments with more than 250 majors. Departments not requiring additional staff to handle summer advising would not receive any advising funds. Should the funds from the Dean's Office not cover the advising needs of the Department, the Department may, with the Dean's approval, supplement the Dean's funds with Department funds.

Budget Update:

Dean Vorst announced that the FY2010 budget proposal for higher education has been approved by the Missouri House with minor modification and is now being considered by the Senate. We should have more concrete information on the budget by the end of April.

A&S Budget Committee:

Jim Sturgeon announced that the budget committee will be meeting with each department within the College to discuss their specific needs, beginning next fall. This should provide a clear picture and understanding of what the college needs are.

Department Funds:

Dean Vorst advised that the Dean's Office is going to work harder to have department funds transferred into the department accounts sooner in the academic year, as early in the fall semester as possible. This will assist departments with their budget planning and spending.

Strategic Plan: Chairs' Committees Reports:

Academic Program: No Report Given

Faculty & Funding: No Report Given

Marketing: Report given by Assoc. Dean Tom Sandreczki
John Verssue, Marketing Manager, University Communications, attended the last meeting to advise the committee on ways that the College could use current media to market for the summer. He did encourage the college to use multi-media advertising.

Last 10 Minutes:

Assoc. Dean Vaught announced that the Student Affairs office is currently working on an early warning system of students at risk of leaving the university as a model for retention. Jennifer DeHaemers is asking for a couple of the departments in the college to volunteer as test models. Please notify Dr. Vaught if you are interested.

Assoc. Dean Sandreczki advised the chairs that he had asked to be put on the A&S Faculty agenda to have faculty vote on an electronic student teaching evaluation system to begin in the Fall 09 semester. Many of the chairs expressed concern about the electronic system and their ability to get students to participate.

Interim Assoc. Dean Neuman announced that the new process for requesting travel and/or food was going smoothly. The restraints on travel and food purchases will continue through the end of June, 2009. At that time, the policy will be reviewed.