

Council of Chairs' Meeting  
Minutes  
October 1, 2008

Present: Charles Wurrey for Joy Swallow, Burton Dunbar, Kathleen Kilway, Ken Novak, Carol Koehler, Jim Sturgeon, Ginny Blanton, Alice Reckley, Jimmy Adegoke, Jie Chen, George Gale, Fred Leibsle for Michael Kruger, Harris Mirkin, Tamera Murdock for Diane Fillion, Michael Smith, Linda Breyspraak, Karen Vorst

Guests: Dale Neuman, Tom Stroik, Tom Sandreczki, Russ Wilson

Absent: Joy Swallow, Michael Kruger, Diane Fillion

**Announcements:**

May Commencement – Friday, May 8, 2008 at 1 & 4 p.m. We discussed the possible divisions for the two commencements. More information is needed. We will also get input from the A&S Student Association.

Chairs' meeting location for AY 2008-09: Dean Vorst announced that most of the remaining meetings will be held in the Administration Center for the AY 2008-09 due to the overcrowded conditions of our conference room. Cyndi Mahoney will send schedule with meeting locations via e-mail.

The UM System workload document sent to the chairs is due in the Dean's office by October 27. Please be sure to use the legend provided to justify any faculty member's workload being less than required by the UM System. If there are any errors in the data, please be sure to note them.

Enrollment data was provided showing the College's student headcount up slightly. An updated table will be provided at the A&S faculty meeting.

Room Scheduling for the spring semester 2009 will be using a new optimizing program for A&S classes. The program will not change the times that were requested but will assign classrooms in an effort to match class size to room size. Requests for ILE classrooms and classrooms in specific locations can be accommodated.

**Discussion:**

Budget Model: Handout given by Dean Vorst, discussion followed. Caution was advised when looking at the projected budget numbers. The assumptions that were made to generate the projections included a 3% increase in tuition, a 3% increase in the state allocation and, conservatively, a flat enrollment. The projections are clearly subject to major changes. The Dean's office will work with the Steering Committee and the A&S

Budget committee on any future expenditures. While we need to plan for a possible increase in our budget, we also need to plan for a flat or lower budget in the future.

A&S Town Hall Meeting: Dean Vorst advised that she would call a town meeting to discuss a number of College issues with A&S faculty to be held in November.

Part-time Faculty Hiring: Chairs expressed their concerns with the hiring process of part-time faculty and the delays in obtaining access to Blackboard, e-mail, Pathway and parking. After some discussion it was decided that a representative from the Dean's office would contact the appropriate staff in HR to request a meeting to bring these issues forward in an attempt to resolve some of the slow down.

Chairs' meeting schedule for AY 2009-10: Dean Vorst advised that we would be moving the day/time of the meetings scheduled in AY 2009-10 and that Cyndi Mahoney would be sending an e-mail with three days/times for consideration.

### **Updates:**

Follow-up on Salary Information: A handout was provided that summarized the distribution of the special faculty funding for this year. This same table was provided to the Steering Committee and is expected to be attached to the A&S Faculty meeting agenda. Discussion followed.

Extra meeting to discuss A&S Summer School: Dean Vorst provided two dates available to conduct the chair requested special meeting to discuss A&S summer school. Those dates were Monday, 10/13/08 at 2:00 p.m. and Friday, 10/17/08 at 3:00 p.m. It was decided that the meeting would be held on Monday, 10/13/08 at 2:00 p.m.

### **Strategic Plan: Chairs' Committees**

Academic Programs: Tom Stroik

Associate Dean Stroik once again requested that the committee be invited to department faculty meetings to discuss general education requirements. He asked that the chairs contact him to arrange the meeting date/time and requested that he would like to complete these meetings by the first of November, prior to the A&S Town Hall meeting.

Faculty & Funding: Charlie Wurrey

Executive Associate Dean Wurrey advised that the committee had met today at 10:00 a.m. for the first time. He advised that the schedule would be posted on the A&S website along with committee minutes.

Marketing: Tom Sandreczki

Associate Dean Sandreczki advised that his committee had not yet met and that he would be contacting the committee members to set a date/time for the first meeting.

Recruiting & Retention Follow-up Committee: Tom Sandreczki

Associate Dean Sandreczki that the committee was scheduled to meet on Monday, October 6 at 2:00 p.m.

**Last 10 minutes:** Open for further discussion and requests for future agenda items.

Jimmy Adegoke asked how we could increase GTA stipends. Jim Sturgeon asked him to send his inquiry to the A&S Budget Committee. The Dean's office is willing to provide the data needed to analyze stipends.

A question was raised regarding the criteria the Compensation Committee used in determining their recommendation on the re-structure of chair stipends.

Future agenda item: Dr. Blanton requested that Professional Development Plans for junior faculty be put on the agenda as a future item for discussion.