

# College of Arts and Sciences

## Council of Chairs

### Minutes of the Meeting: August 12, 2009

#### Present

Dean Karen Vorst, presiding

Chairs: Blanton, Breyspraak, Chen, Coveney (for Adegoke), Krause, Kruger, Mardikes, Martin, Mirkin, Murdock, Novak, Rydberg-Cox, Smith, Sturgeon, Swallow, Toivanen, and Herron (for Ebersole)

Associate Deans: Filion, Sandreczki, Stroik, Vaught

Recorder: Russell Wilson

#### I. Updates and Announcements

- A. Wayne Vaught announced that a Welcome Convocation will be held on Sunday, August 23, 1:00 to 4:00 in Swinney. The faculty is asked to attend the ceremony and then to divide into small groups to talk with students. The celebration concludes with a BBQ at 4:00 p.m.
- B. Wayne Vaught announced that A&S 100 will conduct a pilot project, Early Warning System, aimed at increasing retention rates. The program consists of a survey to be completed by individual students and counseling by a "life coach" as needed. The intent is to identify those students who are having difficulties early enough so that they may be addressed and the student enabled to continue his/her studies.
- C. The new "Telepresence Room" in the Administrative Center enables teleconferencing among the UM campuses. The room will accommodate 1-18 people. The teleconferencing capabilities will eventually extend to other colleges and universities. This room was made possible by a donation from President Forsee.
- D. A wide-ranging discussion of the IR&D budgets for 2009 occurred. We have a mandate to continue our 'savings' ways during the coming academic year, which essentially means continued restrictions on food and travel expenditures. While we had hoped to increase departments' budgets, they will instead remain flat. In addition, all chairs were asked to develop plans for reserving (saving) part of their budget. A draft of "Guidelines for College Research and Development" was discussed (this document will eventually be put on the College's website once all of the issues are settled). This document explains the history of the IR&D budgets and how instructional (the "I" part) costs were determined. In addition, it discusses the appropriate use of departmental funds for R&D of faculty and programs. The travel guidelines for 2009-2010 were not complete since we are still awaiting the determination by ORS of their contribution to travel. We hope to have that information soon.

- E. A discussion of the new Holiday Policy resulted in the appointment of an ad hoc committee charged with coming up with a plan so that the College can comply with this mandate. Diane Filion, Kathleen Kilway and Tamera Murdock constitute the committee and will report back on a recommended plan.
- F. In the event of a student or faculty member contracting H1N1, the Provost sent the following message: "...since the CDC is not recommending anymore that schools close down during an outbreak, but people who contract the H1N1 virus are contagious up to 2 days after they are symptom free – our students and faculty who contract the virus could be out 7-9 days (student affairs is advising students on this). Therefore our faculty need to be prepared to give students assignments so that they can keep up with course work even though they may be out of class for a week and a half. Also, faculty may be out a week and a half or more so should be prepared themselves with back up plans to cover their classes – subs, blackboard lectures, etc. during the time they may be sick." Chairs were advised to get this message to all faculty and staff.
- G. The Dean provided the names of the nine faculty members and two staff members who were advanced to the Provost for potential salary increases in FY 2010 out of the special 1% pool. The Provost selected four faculty members and no staff members for increases.
- F. The Dean asked for input into the hiring process. At present, the temporary hiring freeze limits the number of new faculty members who can be hired. As the Provost approves new hires, the plan is to fill faculty positions as they become vacant. One exception is if one department had more than one faculty vacancy, it would move to the top of the list. Currently, we have the following vacant faculty positions: Mathematics 2, Psychology 1, Theatre 1, and Communication Studies 1. We also have one pending retirement thus far this year. It was agreed that departments that do their due diligence regarding third-year reviews and/or tenure reviews and decide not to continue a faculty member in/after their probationary period, the department would not lose the line. This policy does not guarantee that the line would automatically and immediately be filled—just not lost.
- H. Tom Stroik is returning to the English Department. Dean Vorst thanked him for his service as Associate Dean and welcomed Diane Filion to the position.

## **II. Reports from AY2008-09 of Chairs' Committees**

- A. Tom Sandreczki summarized the work of the Committee on Marketing. A full written report will be submitted at a later date and put up on the website.
- B. Wayne Vaught summarized the work of the Committee on the Responsibilities and Compensation of Program Directors. A full written report will be submitted at a later date and posted to the website.

C. Tom Stroik summarized the report of the Committee on General Education. He pointed out that the Provost has asked the committee to await further action by the UMKC-wide general education committee. The sentiment of the chairs was that we should continue to discuss the proposal this coming semester.

### III. New Committee Charges

A brief discussion of issues of concern for AY 2009-10 produced three principal topics and the chairs self-selected into the following groups.

<b>GTA/GRA Issues</b>	<b>Facilities and Resources</b>	<b>MALS/BLA</b>
Diane Filion, Chair Tom Mardikes Michael Kruger Gary Ebersole Ken Novak Kathleen Kilway James Sturgeon Jie Chen Tamara Murdock	Tom Sandreczki, Chair Michael Smith Joy Swallow Kathleen Kilway Kati Toivanen Jimmy Adegoke	Wayne Vaught, Chair Kathy Krause Jeff Rydberg-Cox Linda Breytspraak Clancy Martin Harris Mirkin

Specific charges for these committees will be determined soon.