

MINUTES
Chairs Meeting
Thursday, October 16, 2003 at 8:30 AM
245 Patterson Office Tower

All Chairs and administrative staff were present.

1) Promotion, Tenure, and Research Statements. Each department is required to have a written statement of criteria regarding promotion and tenure to associate professor, and promotion to full professor as well as a post-tenure statement on on-going research, service, and teaching expectations in the department. Draft statements, which are to be approved by the full faculty of the department, are due in the Dean's office by April 1, 2004.

2) The Faculty Merit Evaluation Reviews (FMER) process was discussed. Beginning with the 2004-05 academic year, all departments have the option of either using the current evaluation materials or developing new instruments and forms unique to their department. New materials must be approved by the dean's office. For those faculty being reviewed in this academic year, the FMER materials are due January 16, 2004, and existing forms will be used.

3) Reports on departmental reviews of undergraduate and graduate curricula are due in the Dean's Office by December 1, 2003. Given increased student enrollments and the budgetary constraints of the College and the University, Departments need to manage their resources creatively and more efficiently. The Dean stated that the departments need to structure their course of study and their offerings to address increased freshman enrollments of the past two years and the increased class anticipated to enroll in the fall of 2003.

Jim Hougland pointed out that with more majors and stagnant faculty numbers, advising more students is becoming difficult. Rick Waterman offered that peer mentoring is an underutilized resource on campus. Adrienne McMahon offered that the Advising Center conducts group advising sessions and can set up group advising sessions at the Department's request.

4) Dean Hoch announced the implementation of a new Departmental Newsletter program. To assist Departments, the College will now help with the design, printing, and mailing of newsletter. The departments of Biology, German, and Psychology will be the first to test the new design and marketing strategy.

5) Dean Hoch announced that beginning with the Spring Semester 2004, all University Studies Program (USP) courses will have to use student wait lists. This will assist with enrollment management for the College and offer consistent rules of the registering for undergraduate students. John Pica stated that faculty will still be able to provide an override, if needed.

6) The Wethington Award policy was discussed. The deadlines for nominations and distributions of grant salary savings will be verified and reported to the Chairs at the next meeting.

In new business, David Hamilton reported that business officers/staff are nervous they will be held accountable for over-expenditures on accounts. If accounts are overspent, their merit raises will be affected. Dean Hoch reiterated that business officers/staff along with the Chairs will be held accountable for accounts over which they have control, and certainly for their recurring departmental operating budgets.

Connie Wood mentioned that the new proposal for retirement benefits would adversely affect faculty. Dean Hoch and Dean Swauger explained the details of the proposal of the proposal, which will be discussed at University Senate and Staff Senate forums.

The meeting was adjourned at 10:00 AM

The next meeting is November 13, 2003.

Respectfully submitted,

Amy Hisel