

COUNCIL OF CHAIRS
Minutes
Wednesday, February 25, 2009

Present: E. Ahl, J. Bernier, D. Berona, N. Betchart, T. Boggess, B. Boschmans, P. Cantor, K. Chong, E. Cox, I. Cucina, P. Fedorchak, D. Haight, K. Hart, E. Hoffman, L. Levy, B. Lopez-Mayhew, D. Mackey, R. Marshall, G. Mears, D. Moore, L. Reitsma, R. Sparks, A. Thurston, W. Tomkiewicz, G. Tuthill, C. Vascak, D. Zehr

Absent: C. Moniz

Guests: Gene Fahey (Admissions)

The meeting was called to order at 2:38 p.m.

Welcome from Chair Warren Tomkiewicz

Approval of draft minutes from December 10, 2008

Approved as submitted

Gene Fahey: reporting on Admissions' activities

Admissions is continuing extra efforts to connect with students who have been admitted for next year – adding Saturday and Open House programs, and telephoning students. They will be continuing to accept students into early April. The Cabinet recently approved an increase in the non-resident scholarship as further incentive for out-of-staters. Gene reported that some departments do a really nice job of outreach to admitted students by calling them directly and offering mini-open houses. He **encourages all departments to make the extra effort to connect with their admitted students** – these phone calls could be the deciding factor on which a student decides to enroll. A question arose that some departments do not think they are getting the lists of students admitted to their majors. Gene will check on that.

Old Business:

- Curriculum Revision Updates from Chairs – Provost Bernier
Tabled this topic until March 11th meeting.

New Business:

- Research grant process/InDirect Cost Policy – Provost Bernier
Asked Chairs to submit their grant proposals at least one week before the submission deadline to allow Ann, Steve Taksar and her to review and ask questions before signing. Please share this info with department faculty. It is important to have the Chair signature on the form before it comes to Speare because sometimes there are hidden department costs (like release time) and other pieces of information that would be important for the Chair to know.
- Admissions and recruiting – Provost Bernier
Provost Bernier reiterated Gene's message about the importance of departments making contact with admitted students. She reminded everyone that we are not in usual times, which makes it very difficult for us to predict our enrollments right now. A small drop in enrollment could have a big effect on us. By parents' reports, students choose our school because of the personal

contact from our school. The Governor's budget process did well for us: we are slated for 97% of budget next year, and 100% the following. So, a drop in enrollment for the 09-10 year would be added to that deficit. Frost School reported that there were fewer sections offered and fewer enrollments over Winterim this year. Summer is coming and online courses are very popular. Budget is based on revenues from Frost and COGS, so offering less courses/seats means we don't meet our budget.

- Workload Policy Draft- **Attachment 1- please review.**

This could be a lengthy discussion, so will move to 3/11 meeting. This draft is based on the Provost's discussion with Faculty Welfare Committee who wanted to look at workload. She gave a brief review of the proposal. Discussion. She encouraged the Chairs to **look at this proposal and either email her with questions or save the questions for the discussion at the next meeting.** The Chairs may show the proposal to department faculty, but emphasize that this is a draft.

- Showcasing student work – Daniel Moore

Had a meeting in early January to look at departments that showcase their students' work. Listed for the Chairs which departments do this and asked them to sit down with Chris Williams to put together a program and schedule for their showcasing. Asked C. Vascak to talk about other ideas. She included presentations, exhibits, performances, etc. Maybe have a day of the week (a Friday, maybe) that becomes "showcase day" when things like this are planned on that day throughout the spring semester. **Cynthia asked chairs to email her with other ideas.**

- Internationalization – Daniel Moore

Mentioned to the Chairs the recent emails about trying to emphasize the int'l component in our gen ed courses. He encouraged the Chairs to keep vigilant for opportunities to bring internationalization to their departments.

- Assessment – Daniel Moore

There is now an Assessment Task Force – He will be inviting representatives from accredited academic programs on campus to be part of this new Task Force. AVP Zehr announced that any seniors graduating in May, summer or next fall who might like to participate in his assessment project, should get in touch with him soon. He does have some "incentives" for agreeing to participate. Please pass this on to students.

- Feedback about the proposal to hard-schedule first-year students for the June orientation sessions – David Zehr –

June orientation has a session during which students get registered, but this may not be the best way to do it. Students gather in computer clusters, they have many questions, they don't get into classes, they miss lunch, and they get frustrated. He'd like to let them pick their first-year seminar but have the rest of their classes hard-scheduled for them. The First-Year Council endorses this proposal. Gen Ed endorses. The courses they choose at orientation are chosen under duress and without real thought for the content, but more for the time that fits and the availability. When the students meet with the department their schedules could be reviewed with the student then and changes made. Discussion.

- Feedback about the structure for faculty day – David Zehr

Wants to do something different with the formatting of the day. Would like to, with the Chairs' input, make it about PSU faculty. He would like to present the two faculty awards in the morning and then, is considering soliciting proposals from faculty on things they'd like to share with their colleagues (maybe offer a small stipend). The Chairs seemed to be in agreement with this revision to Faculty Day.

1. Announcements

The President's Commission on Environmental Sustainability has 2 faculty vacancies. Please let Len Reitsma know if you're interested.

The meeting adjourned at 4:05 p.m.

**PLEASE -- Don't forget to bring your water bottles and coffee mugs!!
Go green!**

ATTACHMENT 1

D_R_A_F_T ver. 1.1 Feb 2009

Tenure Track Faculty Workload Re-assignment Policy

The assigned duties of all tenured and tenure-track faculty consist of teaching, scholarship, and service. The distribution of effort may vary from one faculty member to another and from fall semester to spring semester, however, the distribution must balance the teaching and scholarly interests of individual faculty members with their responsibility to deliver academic programs of high quality.

Current: In order to build a model for this process, let's assume our current model is as such:

Faculty are responsible for 36 units per year, 18 units/semester.

18 units are assigned in the following manner:

12 units teaching + 3 units scholarship + 3 units service = 18 units

(note- This corresponds to our current philosophy of 2/3 teaching, 1/3 service and scholarly activity)

Proposal:

Same as above...

Faculty are responsible for 36 units per year, 18 units/semester.

18 units are assigned in the following manner:

12 units teaching* + 3 units scholarship + 3 units service = 18 units

*Faculty must have a minimum of 9 units teaching, 3 units scholarship, and 3 units of service.

The final three units may be "reassigned" from teaching to the category of service or scholarship to be determined based on faculty member/Dept. Chair negotiation and based on department need (re-assignment for service requires provost approval). A "workplan" approved in the spring prior to the academic year will be the basis for workload distribution and subsequent faculty evaluation at year's end.

Sample workload re-assignment:

9 units teaching[#] + 6 units scholarship + 3 units service = 18 units

[#] The faculty member's workplan will describe the work to be completed with the "re-assigned time". It must be approved by the Chair in light of the proposed workplan and departmental curricular needs. A

faculty member teaching 12 credits is considered to have a normal load. Overload continues to become effective at > 12 credits of teaching or if total exceed 18 units/term.

Relative to current curricular revision process : the ability to “re-assign” faculty time is based on departmental curricular needs. Through curricular revision and changes in scheduling practices, departments may re-assign faculty time, providing they:

- 1) Meet all needs of major requirements, both in their department and in offering adequate seats to support other majors’ required courses.
- 2) Continue to offer an equal number of Directions and FYS seats
- 3) Do not add to adjunct costs (this includes overload) i.e. a department can maintain it’s same level of adjunct support but may not increase in order to achieve workload reduction.

Examples of workload assignments:

Typical load

$$12 \text{ units teaching}^* + 3 \text{ units scholarship} + 3 \text{ units service} = 18 \text{ units}$$

Faculty member engaging in greater than normal scholarship

$$9 \text{ units teaching}^\# + 6 \text{ units scholarship} + 3 \text{ units service} = 18 \text{ units}$$

Faculty member teaching an overload

$$13 \text{ units teaching}^* + 3 \text{ units scholarship} + 3 \text{ units service} = 19 \text{ units (1 cr. overload)}$$

Department Chair- normal load

$$6 \text{ units teaching} + 3 \text{ units scholarship} + 9 \text{ units service} = 18 \text{ units}$$

Department Chair teaching an overload

$$9 \text{ units teaching} + 3 \text{ units scholarship} + 9 \text{ units service} = 21 \text{ units (3 cr. overload)}$$



Faculty Workplan for FY11
To be completed in spring prior to academic year

Name: _____ Department: _____

Number of years teaching at PSU: _____ Academic rank: _____

Proposed Workload Assignment: **(See attached Workload re-assignment policy)**

Fall _____ _____ _____ = _____^{*}
 Teaching Scholarship Service Total (18)

Spring _____ _____ _____ = _____^{*}
 Teaching Scholarship Service Total (18)

* Totals greater than 18 require Provost approval.

Using the outline below, provide a workplan for the next academic year that supports your workload request. (ATTACH ADDITIONAL SHEETS IF NECESSARY)

TEACHING/LIBRARIANSHIP

Describe your plans regarding teaching (develop, or prep to teach new courses, use new pedagogy, introduce technology into your courses, foster active learning, engage undergraduates in research, etc.)

SCHOLARSHIP/CREATIVE ACTIVITY

Describe your plans for scholarly and creative activity next year.

SERVICE AND OUTREACH

Describe your planned on-campus service activities, plans to engage in off-campus outreach or service, or any consulting or leadership roles you will take in your professional organization.

Workplans are due to Department Chairs by (date). All workload re-assignments and faculty workplans require final approval of the Department Chair and will always balance the teaching and scholarly interests of individual faculty members with their responsibility to deliver academic programs of high quality.

Faculty member signature

Date

Chair note:

Department Chair approval

Date