

COUNCIL OF CHAIRS
Minutes
Wednesday, October 22, 2008
HUB 119 (Student Senate Room)
Action items in red.

Present: E. Ahl, N. Betchart, B. Boschmans, P. Cantor, P. Fedorchak, D. Haight, K. Hart, B. Heiner, E. Hoffman, V. Lelas, L. Levy, B. Lopez-Mayhew, D. Mackey, R. Marshall, C. Moniz, D. Moore, L. Reitsma, J. Santore, A. Thurston, W. Tomkiewicz, C. Vascak, D. Zehr

Absent: Provost Bernier, D. Beronä, T. Boggess, K. Chong, G. Mears

Welcome from Chair Warren Tomkiewicz

Approval of draft minutes from October 8, 2008 -- **Approved as amended**

- Follow-up on paperless registration – Zehr
A list of questions and concerns related to going to paperless registration was shared by Dean Zehr with the Registrar, Joyce Larson. He went through the list and shared the Registrar's answers. In summary, the Registrar felt that all of the major issues can be or are already addressed. In answer to the question regarding why the schedule deadlines keep moving up, she stated that they are tied to the Bursar deadlines for the billing cycle. If we go paperless, she felt that at least a week of time would be gained to move the schedule deadlines back a week.
There was some discussion on this topic, including the following reports from departments which had not yet weighed in on this issue: CJ mostly in favor of paperless, SS ½ and ½, AR is mostly in favor especially if it will help push back deadline, BI isn't in favor, MU is not too happy about it. **Dean Zehr will take the new questions generated by today's discussion to the Registrar and initiate discussion with the student senate to get a feeling for the student perspective.**
- Supplementary instructors – Lopez-Mayhew
Barbara had emailed to the Chairs two models of how her department uses Supplementary Instructors (undergraduate peer instructors). These are different from Teaching Assistants or Teaching Fellows (graduate students). Her department used to use a model of having "apprentice teachers," but they have moved away from that in the first year language courses (4 crs w/lab). They have moved away from Sample 1, which was for a 5-day a week schedule, MWF in class and TTh with the apprentice. Their current model, Sample 2 (3 days with the master teacher and 1 day of review and lab – a 75-minute class), is working better for them. These SI's are paid out of the department budget -\$ 7.50/hr – and students commit to one class (review and lab) and are available to act as a tutor for the lab. They have found that students stay more focused and waste less time with the 4-day model. Students have to apply and go through a training class and work with the master faculty to prepare their review.
Discussion.
- Makeup of curriculum Committee – Levy
At the Chairs' retreat this summer, she and Cynthia Vascak discussed the notion of having a representative from each department on the Curriculum Committee, versus the current model of elected representatives. Gave rationale and perceived benefits. Discussion. **The Scribe volunteered to copy the current description of the Curriculum Committee from the Faculty By-Laws and email it to the Chairs so that they can review it in light of two questions: Why can't Chairs serve on the Curriculum Committee and Should each department have a**

representative on this Principal Policy-Making Committee? This topic will come up again on the agenda for December 10th to give the Chairs time to discuss this with their department faculty.

- Search process: legal/illegal, what's nice/appropriate – Reitsma

Concern was expressed about an HR policy that prohibits candidates meeting one-on-one with department faculty/representatives during their interview process at PSU. Discussion. In summary there was concern that without a third person present in a meeting with a candidate, there was no one to corroborate things that were said, thereby creating a possibly litigious situation about what was and wasn't said or promised. It was also expressed that some very "rich" and meaningful dialogue can take place one-on-one and that possibility gets lost. Also concern about the lack of "trust" in the faculty that could be implied by this policy. The Chairs asked to have this item moved to a future meeting so that the Provost and a representative from HR can be there to address their questions.

The meeting adjourned: 3:55 p.m.

Respectfully submitted,
Alice O'Connor, Scribe