

Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202 J
August 20, 2012

MINUTES

I. Call to Order

Interim Dean Maria Calzada called the meeting to order at 12:30 p.m.

Attended: Mary Brazier, Maria Calzada, Chris Chambers, William Farge, Mark Gossiaux, Frank Jordan, Michael Kelly, Kenneth Keulman, Martin McHugh, David Moore, Thom Spence

II. Approval of Minutes

Minutes of previous meeting were not read.

III. Reports

1. Common Curriculum

A. Don Hauber reported that chairs received memos explaining what was needed from their department to progress in the development of the common curriculum, including due dates. It is important to adhere to the dates because often refinements are required from the proposals prior to advancing to UC&CC. The priority now is to approve the courses to be taught in the fall of 2013. The deadline for courses to be taught in the spring of 2014 is February 15, 2013. Department chairs will need to route the proposals. Also major courses that would satisfy the RAC requirements need to have syllabi sent to the RAC workgroup. The College Curriculum Committee cover-sheet needs to be revised to include RAC requirements for future new courses.

B. Rich Wilson distributed DPCL's to the chairs and to Don Hauber reflecting the new common curriculum. He asked for feedback from all.

2. Orientation and Placement Tests

Information on placement tests was distributed. The information was found to be incorrect.

3. Operating Budgets

Operating budgets for departments increased 15% this year (all except Biology—we are working on it).

4. Meet the Majors Party

There is a conflict with a centennial event with Meet the Majors. We recommend changing the date to the following Thursday or Tuesday.

5. President's Convocation

Maria Calzada will be making the introductions this afternoon. They requested very simple introductions: name, degree, institution, department and position.

6. Monroe Renovations

A. Classroom update

Spring courses will be down to 28 per time period. Mike Rachal sent requests to all chairs for spring schedules. This represents a decrease of about 6-7 classes per time period from the fall (originally 41, this fall 35, next spring 28). It will require everyone's cooperation. We will have to have more late afternoon and evening offerings. The goal is to keep as few students as possible in Monroe Hall.

B. External reviews

There was a discussion on the value of having external reviews in the middle of Monroe renovations. Psychology (due an external review 13-14 AY) is leaning towards postponing the external review. Biology (due an external review 12-13 AY) does not have a strong opinion to postpone or not. Physics (due an external review 12-13 AY) is inclined to proceed with the review as planned. We will keep thinking about this.

C. Clean up costs

The Monroe renovations are likely to result in out of the ordinary laboratory cleanup costs. The provost wants to start a new budget line for this and other unexpected expenses. We need to keep track of these.

7. Course Load Audits

Next Council of Chairs there will be a short tutorial with a handout to show chairs how to complete the course load audit SIS pages.

8. Office of Teaching Certification Update

An advisory committee has been meeting over the summer to advance our proposal for an OTC. Jo Ann Cruz, Maria Calzada, Judith Hunt and Jane Chauvin visited the State Department of Education and Xavier University to learn about the requirements for certification and to establish a collaborative partnership, respectively. We have a draft proposal, which will be distributed to the departments (this afternoon) for input and for eventual approval. Rich Wilson will work to create DPCL's including the teaching certification option for selected programs. Maria Calzada and Judith Hunt will work to collect letters of support from archdiocesan and charter schools in the area. Maria asked the chairs to bring the proposal to their departments. Internal grants committee member Maria Calzada asked for a recommendation. Mark Gossiaux recommended John Clark. Mike Kelly recommended Kassia Saxton.

9. College Handbooks

A. College Faculty Handbook

The College Handbook may be in need of some updates. I will be asking in the assembly for an ad hoc committee to make recommendations.

B. The College Handbook with Common Table of Contents

At the end of last year the provost insisted that every college should have a College Handbook with a common table of content. This is not the same as the College Faculty Handbook as it has sections referring to non-faculty related issues. Annie Goldman and Jo Ann finished this job in May and June. The table of contents has links to the relevant documents. There is also a static document following the table of contents, which will be very difficult to keep updated. The ad-hoc committee reviewing the College Faculty Handbook should also review this document and make recommendations.

10. Websites and Research

Maria shared the following information regarding changes in our departmental websites and research:

Within the colleges and departments:

- Rename and repackage our existing successes function within the colleges/departments, calling it "Academic Research and Achievements."
- Move the "Academic Research and Achievements" out from under the about section within the collegiate and departmental navigation to the main navigation
- Keep the resources tab in the navigation, but remove the expansion feature. No more 10+ resource items.
- **Each research and achievement item entered will have to be tagged with one of the 12 Jesuit ideals. This will be done during the process in which the items are originally entered.**

Within the future Undergraduate Research and Collaborative Scholarship website:

- All research items, along with undergraduate-related presentations and publications, will get either linked to or ported over (we haven't worked that out yet) to the URCS website.
- With all of the research and achievement items being pulled in from the colleges and departments, website visitors will be able to sort them by department, college, or Jesuit ideal, etc.
- Crystal will be working with Naomi and Annie H. to discuss the numerous other items going on the website (for example: research opportunities, resources, and funding)

Many chair expressed concern with the policy of connecting all research projects to Jesuit ideals. Maria said she was being very positive about these proposed changes. We will now have a way to highlight research and undergraduate research in our websites.

11. Computer Refresh Budgets

The college has basically exhausted all budgeted dollars towards new computers for the year. Part of the problem is the inadequacy of the budget. Part of the problem is that we have just two models of "standard" computers. Maria will work with IT to create a more varied selection of computers that faculty and staff can select, based on their specific needs. This should be in place for next year.

12. Travel Policy

Maria distributed the travel policy for this year. It is basically the same as last year. She will send electronic versions of the policy to the chairs this afternoon.

13. Replacements/Alternates for Committees

We do not have a clear policy on this matter. We need to discuss this further.

14. Other Things

Assign advisors to new students.

IV. Move to Adjourn

The meeting was adjourned at 2:00 p.m.

Submitted by Diane Riehlmann