Notes from Department Chairs Meeting, May 23, 2006

The Associate Dean, Department Chairs, and the Director of Resource Management met from 10:00 AM-12:20 PM

The Chairs and Executive Committees will meet during the summer. The Chairs were asked to give Jim their vacation schedules and other anticipated absences so that meetings can be scheduled.

Jim asked the Chairs to remind their faculty and Lecturers about the policy on early and make-up finals. There were reports of some final examinations being given during the last week of classes. We also had a situation where a student had three friends killed in an auto accident and we heard from his mother that faculty were not particularly accommodating. This was embarrassing to the college and we request faculty to be more empathetic.

Chairs all reported that Faculty Development Plans were completed.

Gail received a publication directory from the College of Sciences which lists the faculty publications over the past year. She asked the Chairs their opinion of having a similar publication for the CBA. The Chairs thought it was an impressive document, but raised questions as to use and production costs. We agreed the publication be more meaningful to other academics than the business community and alumni. Jim will contact Patrick Papin (Interim Dean of the College of Sciences at the time of publication) and obtain information regarding distribution and costs.

Chairs were encouraged to identify lecturers for potential extra staffing needs for Fall 2006.

There was a discussion regarding the final vote on the journal list. Since there will not be a college journal list used for RTP recommendations, the departments must individually determine standards to be used for evaluating research output of faculty in the RTP process.

Directly related, in anticipation of our reaffirmation of accreditation visitation during AY 2012-2013, we need to have a standard in place for AQ (academically qualified) and PQ (professionally qualified) faculty by Fall 2007. The determination of AQ/PQ is based on the evaluation of the publication record/additional professional work from the five year period prior to the beginning of the visitation year. There is a statement in the AACSB standards about striving for continuous improvement, which needs to be taken into consideration when determining our standards for our reaffirmation.

Given the result of the faculty vote on the journal list, it was mentioned that some faculty felt they did not feel involved in the process from the beginning. Given this sentiment, the Chairs thought it best that the standards for AQ/PQ be driven by the faculty. Jim will
ask the Steering Committee in their initial meeting to determine the best process to get this in place by Fall 2007.

The Chairs discussed the BA 404/795 teaching load assignments. As these courses do not fall under a specific department, no department that takes direct responsibility for them. Also, while Gary Grudnitski, Don Sciglimpaglia, and Howard Toole have been wonderfully loyal to these classes, it was felt that we need to identify new faculty to take some responsibility for these courses. As Howard is FERPing and Don may possibly FERP, there could be staffing implications in the near future. We will invite Gary, Don, and Howard to a future meeting to discuss the critical issues involved with these courses.

Jim is proposing that we rework the Teaching Load Policy to make it a 3-year contract based upon activities from the previous three years, rather than assigning teaching loads on an annual basis. The Chairs were asked to think about this over the summer and their recommendations as to what would be appropriate criteria for 12, 15, 18, and 21-unit teaching loads for CBA faculty.

Jim needs to report to Bonnie Zimmerman by Thursday, May 26, all external awards and grants received by the college for academic years from 2002/2003 through 2005/2006. Chairs have been previously asked to poll their faculty on this, and reported that all information will be provided to Jim by the due date.

Three departments still have not finalized department RTP criteria policies, but intend to have them in place prior to the beginning of the Fall semester.

The Chairs were asked to submit their recommendations for Teaching/Curriculum Grant criteria for next year, if money is available. Jim will take the recommendations of the Chairs and draft a policy of suggested criteria.

Jim distributed a handout to their Chairs on his expectations of them. His biggest concern for all is communication to faculty. In spite of constant efforts of the Associate Dean and the Chairs, there is room for improvement, especially in ensuring that the message is consistent across and within departments.

Chairs are finalizing their Academic Plans for the Provost, which are due to Gail May 31.