Notes from Department Chairs Meeting, May 6, 2008

The Associate Dean, Department Chairs, and the Director of Resource Management met from 10:00 AM-11:55 AM in the Dean’s Conference Room. The Management Department was not represented.

When we started working on the AY 2008-09 schedule, Deb had given each chair a lecturer/GA budget to work with by taking the remaining money that we anticipated might be available after we took out tenured/tenure-track, FERP, and 3-year full-time lecturer salaries from our anticipated budget. The chairs then developed the class schedule based on the available funds for lecturers to teach the needed courses to satisfy the students in the program and to meet the reduced FTE targets of the central administration. Kelly developed a spreadsheet which showed each department’s anticipated costs with the current schedules and their projected FTEs. It also showed the total cost per FTE when one divides the total salaries of all of the faculty by the FTEs generated by the departments. There is some variance across the departments, much of this due to the differences in the numbers of lecturers used and other factors.

Jim asked the Chairs to give him their summer availability. We will be meeting during the summer to further discuss budget and other critical issues.

We are now in our five-year cycle for accreditation review. Jim will ask Kelly to annually produce tables which relate to faculty qualifications and faculty sufficiency by school/department and for the entire college so that we will have annual data on these measures. To do this, we need to know which lecturers are academically or professionally qualified, and which are participating vs. supporting, per our AQ/PQ policies and the AACSB definitions. Kelly made a list of all lecturers who taught during AY 2007-08. Jim distributed copies of the list to each chair, and asked them to fill in the status in each category for each lecturer. Once he has this from each chair, Kelly will work on the tables.

There was a brief discussion of the rewards system. Rewards would mainly come from that grad fee and it appears that the trustee vote on the grad fee will be postponed until the summer or fall meeting.

Jim received an inquiry from a faculty member about grade distribution expectations. He asked the chairs if they had a policy or statement as to appropriate distributions for the level of course. IDS has one and Finance has been working on a policy to be voted on by their faculty. None of the other departments appear to have one. Jim asked each of the chairs to develop (if not yet done) a policy for their departments. He will then compare policies, and if they are similar, will see if there is interest in a college policy.