Notes from Department Chairs Meeting, May 19, 2009

The Associate Dean, Dean, Department Chairs, and the Director of Resource Management met from 10 AM-noon in the Deanís Conference Room.

Jim requested that the Chairs let him know of when they will be out of town or unavailable during the summer. With the discussions about summer and fall schedules, the graduate fee and budget issues, there is going to be a need for the chairs to meet over the summer. Jim will make the same request to the remainder of the Executive Committee.

For all academic terms (summer, fall, spring), we are given a target FTE by the central administration. In the past, if we exceeded the FTE target, we were given extra budget dollars per additional FTE (and required to pay back dollars if we fall below target). However, the schedule has always been set up to try to meet demand. For Summer 09 and Fall 09, we have been told that additional FTEs over target from elective courses may not necessarily result in additional funding. As we have certain wish list demand for certain courses in Summer 09, Jim asked the chairs to monitor that situation and report that to him and Kelly, so if there is demand to open a new section, we can find out if additional funds would be available.

As we look to Fall 09 we will be monitoring registration closely, but again, will limit the opening of additional sections. Jim asked the chairs that for courses for which there will be a web site for crashers, to make the crash sites available as early as possible prior to the beginning of classes.

Deb said she will request faculty computer replacements for all machines that are three years old or older. We have budgeted $1350 per workstation, which can be used for a laptop should the faculty member prefer. Deb said that any other equipment requests (printers, etc.) should be sent to her by the chairs by June 9.

Much of the meeting was spent discussing the implementation of the new professional fee for graduate business programs. Jim presented a draft budget, showing scenarios for how much money would be available based on graduate FTE estimates and taking out the Presidentís share (10%), Financial Aid (33%), and Graduate Services (15%). The remainder would be used to fund issues that support graduate excellence, accreditation efforts, and the strategic plan. Jim asked the chairs to let him know of any specific areas that they feel would be important in the accreditation process. Funding for supporting Lecturers to attain and maintain PQ status would be an example of something to be considered.

The Finance department had a request to host a Fulbright scholar from India. We will provide shared office space for the visitor next year.