Chairs/Directors Committee Meeting
Minutes: September 9, 2014 9:00 a.m.

Present: Joe Belch, Janie Chang, Dennis Cradit, David Ely, Gary Grudnitski, Davette Kawachi, Kathy Krentler, Bruce Reinig (Substituting for A. Easton), Larry Rhyne, Mehdi Salehizadeh, Nik Varaiya

1. Dean’s Report

US News rankings for undergraduate business programs were just released. Overall, SDSU is ranked 93 (relative to 86 last year). Among public institutions, SDSU is ranked 62 (relative to 53 last year). To establish rankings for undergraduate business programs, US News asks top administrators at institutions to rate AACSB-accredited schools on a scale from 1 (marginal) to 5 (distinguished). SDSU’s score is 2.9, the same as last year.

2. Interim Associate Dean’s Report

Outside Employment Report

Article 35 of the Collective Bargaining Agreement (CBA) requires full-time faculty to report outside employment when it is expected to amount to more than 160 hours per semester for faculty holding academic year or 10 month appointments (or 120 hours per 3 month period for faculty holding 12 month appointments). The disclosure form is available on the Faculty Affairs website. Additionally, under provision 35.2 of the CBA, chairs may ask faculty for information if needed to determine if outside employment creates a conflict with normal work assignments or satisfactory performance of all duties. This form supersedes a College form that had been used by faculty to report outside teaching. An email was sent to remind faculty of this Collective Bargaining Agreement section.

ALI enrollments

A handout was distributed showing enrollment in the special session sections created for ALI students and ALI enrollment in campus sections. As of September 8, there were 1,437 seats filled in 35 special session sections; 332 seats filled in campus sections. The committee briefly discussed how quality of instruction in special session sections could be evaluated. Since chairs are asked to approve instructors for special session sections, could they review student evaluations? Ely will explore this with ALI.

Some ALI students want to enroll in courses that are conducted as seminars. Some confusion arises because the use or absence of the term, seminar, in course titles does not necessarily align with the mode of instruction.

Student Success Fee

The deadline for submitting proposals is September 24. Students should be encouraged to submit proposals.

Graduate Fee Grant Program

Along with the application for this grant program, faculty must provide a Schedule B showing one’s intellectual contributions for the past five years. The committee discussed whether faculty could avoid attaching a Schedule B to the proposal by having the chair and GFGP committee members review the Schedule B online. The sense of the committee is that it is preferable to have the faculty submit a Schedule B because the chair and committee could be certain that the information is current.
3. Director, Resource Management report

Ergonomic request
Staff from the Environmental Health and Safety office will come to a faculty or staff office to assess work conditions. Requests for ergonomic equipment are reviewed by the Office of Employee Relations and Compliance. Funding for large expenditures may require a doctor’s recommendation.

Budgets
Department coordinators will be asked for budget information so that categories of spending can be identified and college-wide budgets can be created.

BA 795 Stipends
In the past, funds were placed into an account for a co-adviser for use in acquiring equipment and academically-related travel, memberships, subscriptions, and conference fees.

A handout was distributed that showed the steps needed to transition to a system where stipends will be paid directly to faculty serving as co-advisers (Attachment 1). Co-advisers on projects completed in Fall 2014 will receive monetary stipends. Payments must occur on non-academic days. All advisors on projects completed between Spring 2010 and Summer 2014 can use any remaining funds to make purchases through June 30, 2015. (Purchases must be completed by June 30 so requests will need to be submitted before the end of June and are subject to campus year-end deadlines.) Co-advisers may request a payout or remaining funds on June 30, 2015. Payout will be handled as additional pay/overload and are subject to 25% overload restrictions.

Starting in Spring 2010, the location of the reserve accounts was moved from the Research Foundation to university accounts. Any remaining funds earned before Spring 2010 will not be paid out but can be used as they always have been.

4. Criteria and expectations for tenure and promotion

The committee engaged in a detailed discussion on the consistency across departments of expectations in the area of professional growth for tenure and promotion. After some discussion, the chairs reached the conclusion that the standards across departments are generally consistent.
Attachment 1.

BA 795 Advisor Stipends

Fall 2014

- All BA 795, Fall 2014 projects will be paid as additional pay/overload.
- **Additional pay/overload is subject to 25% overload restrictions.**
- Additional pay/overload will be paid using available non-academic days in December 2014 (4 days) and January 2015 (11 days) as needed.
- No purchases can be made against Fall 2014 stipends.

Spring 2010 through Summer 2014

- All advisors owed stipends from Spring 2010 through Summer 2014 have an opportunity to make purchases against their funds through the 2014-2015 academic year. Please see the list of approved purchases below.
- All stipends will expire on June 30, 2015. All unused stipends will revert back to the program on this date.
- Advisors may request a payout. Payout will be handled as additional pay/overload and are subject to 25% overload restrictions.
- Additional pay/overload will be paid using available non-academic days in December (4 days) and January 2015 (11 days). Additional non-academic days are available in March, April and May 2015 if needed.

NOTE:

All equipment purchased with BA 795 funds must be returned to the University by June 30, 2019.

Approved Purchases Using BA 795 Funds:

- Support academic related travel
- Support academic related memberships and subscriptions
- Support academic conference fees