Chairs/Directors Committee Meeting  
September 23, 2014     9:00 a.m.  
Minutes

Present:  Joe Belch, Dennis Cradit, Annette Easton, David Ely, Gary Grudnitski, Davette Kawachi, Kathy Krentler, Larry Rhyne, Mehdi Salehizadeh, Nik Varaiya, Gene Whittenburg (for Janie Chang)

Guest:  Beverly Bracker

1. Dean’s Report

Budgeting
Progress is being made on creating a budget template capable of modeling both an overall college budget and departmental budgets. Once in place, we will be able to generate a budget based on all sources and uses of funds for an individual unit or center and to show whether it has a positive/negative impact.

A faculty allocation model to estimate faculty staffing needs has been drafted and is under review.

Development
Significant progress has been made toward building a three-person fundraising team. Interviews are being conducted and several offers have been extended to candidates.

Compensation Offers for New Faculty Hires
Augmenting faculty salaries for the new hires will be considered this year for candidates with a strong cv and conducting research in an area where it is hard to hire. Non-state sources will need to be used. New faculty hires will receive summer support equal to “two tenths” of their base salary for the first two years. A third year of summer support will be given if funding is available. Expectations will be set for the new faculty receiving the higher compensation and performance will be monitored (e.g. research pipeline). The committee also discussed the composition of offer letters.

2. Interim Associate Dean’s Report

Census FTES
FTES for the CBA was 2938.8 on Census (September 22), or 3.9% over target.

Requests for Assistance from College of Education
College of Education has called and is concerned about the requests that they receive from our faculty (who they assume are now located in the EBA building). Requests are made for supplies, classroom chairs, use of their conference room, physical plant issues in classrooms/offices. Department chairs are requested to speak with their faculty located in the EBA building and direct them their department office for assistance.

3. Director, Resource Management report

Approval to Negotiate a Faculty Appointment Offer packet
When departments submit the Approval to Negotiate a Faculty Appointment Offer packet to the dean for signature, they should also include the spreadsheet listing candidates by tier that the Office of Employee Relations and Compliance certified. All Tier 1 candidates need to receive invitations to campus.
4. GCMC Overview (Beverly Bracker)

Beverly Bracker, Director of the Graduate Career management Center (GCMC), provided an overview of recent activities at the GCMC. Progress has been made on filling the other staff positions in the Center. An offer will soon be made to the top candidate for the External/Alumni Relations Coordinator position. Several candidates have been interviewed for the Internship/Events Coordinator position; two more interviews will be conducted this week. The announcement for the Career Counseling position will be posted soon.

The Career and Professional Development workshop is being conducted on Fridays, noon – 1:30 p.m. Topics/activities include CareerLeader self assessment, effective resumes and cover letters, managing job searches, networking and building connections, and interview preparation. 30-35 students are attending.

5. Tita Gray reported that the Declarations report from the BAC will be issued again. Consideration should be given to what broader set of data/reports related to enrollment services would be useful.

6. Faculty qualifications and Engagement Standards

David Ely distributed a draft of the latest proposal from the Faculty Development Committee (FDC) for Faculty Qualifications and Engagement Standards (attached). Past drafts called for the assignment of publications to categories of scholarly achievement to be based on lists of journal rankings. This approach has been abandoned by FDC. In the current version, faculty who wish to report publishing an article or serving as an editor in Category A would need to supply evidence that the outlet is a top-tier journal. The faculty member would choose the nature of the evidence supplied. The classification would be reviewed by the Chairs/Directors Committee who could assign the item to a different category. A similar process would occur for Category B entries except that the faculty member’s chair/director would review and confirm the classification. Department chairs are agreeable to performing this role. Moreover, they are willing to collectively approve items reported as both Tier A and B journals publications. The chairs recommend setting the point threshold for Practice Academic status at 18.

7. Budget allocation for recruiting

The College will provide $3,500 per line this year. The amount that should be funded next year should be discussed at a later meeting.

8. Furniture package for new faculty office

Annette Easton voiced the concerns of some faculty who are asking for more bookcases than are being provided in the furniture package adopted two year ago. The Committee will look at the furniture standards again.

9. Hourly reporting of GA work

Resource Management will seek additional clarity on the reporting of hours worked by GAs is needed.
10. Class size / GA support

Annette informed the committee that at the last department meeting, the MIS faculty asked her to convey the following sentiment to the Chairs/Directors:

a. Class size increases for courses should have departmental approval and agreement from the faculty teaching the course.

b. Additional GA support, beyond the 5 hour allocation, should be given to large class sizes (over 120) or for faculty who teach a large number of students across their sections. This support should be available for both TT and adjunct faculty. A suggestion on how this could be done is through the savings that are generated in larger classes or by having pools of GAs available in a department.

Class size is a campus-wide issue. The Senate established a task force to examine class-size issues. The group delivered a report in May (https://newscenter.sdsu.edu/universitysenate/files/03140-maysenagenda14.pdf); another report will be delivered in December.

Due to the hour, discussion on this topic was limited and will continue at the next meeting.