Chairs/Directors Committee Meeting
March 10, 2015
Minutes

Present: Joe Belch, Janie Chang, Dennis Cradit, David Ely, Tita Gray, Gary Grudnitski, Davette Kawachi, Bruce Reinig (For Annette Easton), Larry Rhyne, Mehdi Salehizadeh, Nik Varaiya

1. Approval of minutes, February 24, 2015
MSP

2. Dean’s Report
   - Strategic Plan. Presentations on the Strategic Plan are being conducted. Meetings with the School of Accountancy and Department of Management faculty have already taken place. Meetings with the Marketing and Finance Department faculty are scheduled on Friday.
   - Building/renovation. After the renovation, the FMM staff will stay in their current location – SSE 3428. However, the FMM staff will move into SSE 3220 temporarily while SSE 3428 is being remodeled. The current dean’s conference room will be converted into two faculty offices. The Small Business Consulting Center will move into part of SSE 3220. The copy room in SSE 3220 will remain as it is.
   - New flooring will be installed on the third floor hallway to match the flooring in the renovated space. Also, the hallway walls will be painted and the hallway ceiling tiles replaced.

3. Interim Associate Dean’s Report
   - Assigned time for exceptional service to students. The application deadline has passed. The next step is for the College Steering Committee to review the applications.
   - Data on faculty qualifications are being collected. Summary measures of this information will be used to calculate the share of faculty who will be eligible to apply for Teaching Excellence Awards next year.
   - Dean candidates for the College of Arts and Letters will be on campus this week and next.
   - 1,505 applications to graduate programs have been submitted. A high share of the total are international applicants. Tracking job placement of international students continues to be a concern.

   Handouts were distributed to the chairs showing (1) AY 2014-15 allocations and carry forwards and (2) AY 2015-16 equipment request and how expenses will be shared with departments.

5. Student Affairs
   Tita provided the information on the following issues.
   - Freshmen Orientation: July 16, 17, 18, 20, 21, 23, 24, 27, 28, and 29. August 18th is for international students only.
   - Transfer Orientation: July 31, August 3, 4, 6, 7, and 8th.
   - Parent and New Student Orientations will run concurrently on August 3rd and 6th.

   - Twenty learning communities exist on campus. We might consider inviting the director of Student Life & Leadership to a meeting to describe what has been happening. The approaches
the university is taking with learning communities is comprehensive and includes packages of courses, tutoring, and mentoring. While the campus is addressing sexual violence in multiple ways, we need to ask whether faculty are receiving the information they need on handling cases of sexual violence. An economic crisis response team has been assembled to help students handle crisis and help them avoid negative outcomes such as homelessness.

6. Faculty Lines Requests
Dennis provided an overview of a model designed to estimate TT faculty needs. Key assumptions involve the number of sections the college needs to provide to allow students to graduate, enrollments, the average teaching load of faculty, and the share of class sections taught by TT faculty.

Currently, the college has 53 FTEF. The model shows that the college needs 69 FTEF to reach the targets of 80% graduate sections and 60% undergraduate sections being taught by TT faculty. This is the net number of FTEF and needs to be increased by the number of faculty members who retire/leave. The perspective of AACSB is that schools should have a healthy mix of faculty in various categories consistent with its mission.

Department chairs should prepare their requests for tenure-track lines as soon as possible. While the college generally focuses on hiring junior faculty, we should consider senior lines that can be endowed in the future. Three to five is a reasonable target.

Next meeting: March 24, 2015