Chairs/Directors Committee Meeting  
February 9, 2016  9:00 am  
Minutes

Present:  Joe Belch, Janie Chang, Dennis Cradit, David Ely, Tita Gray, Gary Grudnitski, Davette Kawachi, Kathy Krentler, Larry Rhyne, Mehdi Salehizadeh, Nik Varaiya

1. Dean’s Report

Academic Affairs is examining the use of assigned time, especially assigned time allocated for non-research-related activities. Relative to other colleges, the CBA allocates little assigned time to non-research activities. For the entire campus, around $29 million is spent on assigned time. The dean and associate dean are developing metrics of research productivity per dollar of assigned time expense for the college.

Summary statistics for the Climate Survey conducted last spring by the university were distributed. Faculty Affairs will be forming focus groups to discuss the results of this survey. Chairs were asked to provide names to submit to Faculty Affairs for these focus groups.

2. Visiting International Scholars.

The college lacks a written policy on hosting international faculty and doctoral students seeking to come to San Diego as visiting scholars. While benefits arise from visiting scholars collaborating with SDSU faculty on research, making arrangements involves a significant amount of administrative work (e.g., helping to arrange for J-1 visas). Identifying office space for their use is also necessary.

There was agreement that there are practical limits on the number of international visiting scholars that the college can accommodate in any one semester. A faculty member should not extend an invitation to an international scholar without first gaining the approval of her/his chair. A chair should consult with other chairs and college administrators when requests are received. A decision to extend an invitation should be based on the planned activities of the visiting scholar and the overall number of requests received.

3. Associate Dean’s Report

- FTES at the end of the schedule adjustment period was 3,004 (99.6% of target). FTES for SDSU was 27,269 (100.12% of target). ALI enrollment in state-supported sections is 178 seats.
- Approaching deadlines
  Alumni Awards – Nominations due February 15  
  Panel for VP Research – Nominations due February 10  
  Assigned Time for Exceptional Service to Students – Applications due March 7
- Training sessions for Digital Measures are scheduled on February 4, 8, and 19.
- Student evaluation of faculty
  Revised guidelines for student evaluation of faculty have been approved by the Senate. Three questions must be listed first on all evaluation surveys.
On February 18, the Center for Teaching and Learning will host a lunch to gather input from chairs on implementation of these new guidelines for student evaluations of faculty. The committee reviewed the current college survey and noted some of the revisions that will need to be made. Ely will draft a revised college survey for discussion at the next committee meeting.

- Application to graduate programs are down relative to 2015.

4. Honors Reception

The Honors Reception will be held at the Parma Payne Goodall Alumni Center the Saturday before Commencement. As in the past, the expenses will be split six ways (departments and the dean’s office).

5. Staff Retirements

Davette announced that Deb Schwartz will be retiring March 30; Nancy Kavanaugh will be retiring February 29.

6. Academic Dishonesty

The committee discussed recent cheating in a core graduate business course. Instructors will be encouraged to have their GA help proctor exams. Departments should arrange for GAs to help proctor exams in classes taught by lecturers who do not have a graduate assistant.