Meeting Minutes


Introductory Remarks: Dean Wulfert called the meeting to order at 2:32 p.m. with a welcome to the first chairs’ meeting of the academic year. She announced the appointment of the two new Associate Deans: John Monfasani who will be working with the Arts, Humanities, and area programs, and J. Delano who will be working with the Social Sciences and Sciences.

Minutes of April 4, 2012 Meeting: A motion to approve the minutes was made by A. Lyons and seconded by R. Hamm. The minutes for April 4, 2012, were unanimously approved.

Announcements:
- Department, faculty and/or student highlights for September Senate Meeting due 9/14/12 (to Jay Oddi at joddi@albany.edu)
- The date by which candidates must notify Chair and Dean of request for consideration for promotion or early tenure by 1/15/14 is 9/15/12
- Sabbatical and other professional leave requests for the 2013-2014 Academic Year due 10/1/12 to Dean
- Discover Graduate School Fair 2012 is 10/10/12, 3-6:00 p.m., SEFCU Arena (http://www.albany.edu/discovergradschool/)
- Homecoming/Family/Reunion Weekend is October 12-14, 2012 (http://www.albany.edu/alumni/homecoming12.php)
- FRAP A Applications due 10/12/12 (AS-217, original plus 10 copies) http://www.albany.edu/research/Forms/FRAP2013-15.pdf
- Nominations for CAS Dean's Award for Outstanding Achievement in Teaching due 10/18/12 (to John Monfasani, AS-217)
  - Colleagues are encouraged to nominate each other for this award.
- Conference Support Award requests with letter of support from Dept. Chair due 10/26/12 (AS-217, original plus 5 copies) http://www.albany.edu/research/Forms/ConferenceSupport2012.pdf
- Journal Support Award requests with letter of support from Dept. Chair due 10/26/12 (AS-217, original plus 5 copies) http://www.albany.edu/research/Forms/JournalSupport2012.pdf
- Tenth Annual College Faculty Dinner is 10/30/12 (5:30 p.m., Italian-American Community Center)
- Full CAS Faculty Meeting is 12/12/12 from 3:30 p.m.-5:00 p.m., PAC Recital Hall
- Course Action Forms and Curricular Proposals are due no later than 3/1/13. Bear in mind advance registration dates when specifying the effective semester for proposals. Send proposals to Cindy Endres at cendres@albany.edu.
Faculty Participation Requested:

- Open House for Prospective Students is Saturday, 10/13/12 (e-mail name of department representative to Jay Oddi a joddi@albany.edu by 9/25/12)

Old Business: There was no old business.

New Business:
Dean Wulfert provided feedback on the responses to her inquiry about capstone experiences. Some departments already have courses or experiences in place; others expressed concerns about a drain on resources. Dean Wulfert recommended that chairs engage their faculty in a discussion of what a capstone experience might look like; the issue will be revisited in the near future.

Dean Wulfert mentioned the University Library Dean, Mary Casserly, and her staff’s willingness to assist departments in designing courses or modules that meet the Information Literacy requirement of the Gen Ed program. R. Hamm spoke positively about his department’s experience. Dean Wulfert will meet with Mary Casserly to discuss possibilities.

2:50 p.m. Graduate Education (Kevin Williams, Dean, Graduate Studies)
Dean Wulfert had invited Vice Provost for Graduate Studies, Kevin Williams, to discuss graduate enrollment and funding issues. K. Williams said that he recently began meeting with graduate directors to set realistic enrollment targets because of a concern over a University-wide failure to reach the Fall 2011 enrollment target of 4,903 (shortfall = 562 students). The Fall 2012 target was 4,595 and there is currently a shortfall of about 300 students, but additional enrollments from returning doctoral students are expected.

[Note: As of 9/12/12, 4,374 students have been enrolled, leaving a shortfall of 221. As the registration period has now ended, this number may be final.]

A new doctoral program evaluation is planned for the upcoming year. Program directors will meet with K. Williams to discuss outcome metrics to be used. The metrics from the 2009 GSS review and recent external benchmarking data could serve as bases. Metrics will be the same across disciplines, but will be normed for each discipline. Metrics are meant to provide data to inform decisions at various levels of the University, including graduate student support decisions. Metrics currently considered are:

- Program quality (external rankings: NRC, USNWR)
- Faculty quality (scholarship, publications, external funding)
- Student quality (GRE, Median time to candidacy and to degree, 3-year retention rate, degree completion rate)
- Student productivity (research, publications, dissertations leading to publications)
- Student placement (immediate; 5 years post-graduation, depending on program goals)

There is debate over the use of undergraduate GPA as a metric, particularly for international students. GREs might be used in ways specific to the discipline (e.g., quantitative scores for the sciences and verbal scores for the humanities). R. Dressler asked if the metrics would be used for the MFA, since it is the terminal degree. K. Williams was unsure.

C. MacDonald raised a concern about the use of GAs as instructors versus research assistants and suggested that GA lines be apportioned equitably based on responsibilities – teaching vs. research. K. Williams explained that TA funding decisions are made on the basis of what level of support sustains a high quality program, not based on teaching considerations. K. Gersowitz pointed out that since 2008 the College has lost 82 regular assistantship lines, and that these losses have had significant implications for the College’s teaching mission. Dean Wulfert stated that teaching experience is desirable because it makes GAs more successful in the academic
job market. At the same time, laboratory experience in the bench sciences is also integral to quality doctoral training.

K. Williams stated that he expects an increase in the GA budget, but money is tied to the 2020 plans. In the next RFP for 2020 there will be room for assistantship requests.

L. Sayahi asked about changes to the Carson Carr Award criteria and timing. In the past, departments had a set amount of awards to distribute, which is no longer the case. K. Williams will look into it.

K. Williams said that Graduate Studies is applying for the NSF Bridges to the Doctorate program. Its goal is to increase the number of underrepresented, qualified STEM doctoral students. The program provides $30,000 in support for the first two years of doctoral work and requires institutions to continue funding at the same level for an additional two years. Although these stipends are very high, K. Williams stated that the University’s total commitment would be $60,000 per student, which is identical if the University funded a student for four years with $15,000 per year.

3:20 p.m. International Education (Ray Bromley, Vice Provost for International Education and James Pasquill, Director, Study Abroad and Exchanges)

R. Bromley provided an overview of services available through International Education. His office coordinates all activities of University students and personnel abroad, including issues related to liability, health insurance, and student or faculty visa issues. The office is also responsible for the University’s obligation to report the status of international students to the Department of Homeland Security. R. Bromley distributed information about Study Abroad programs. He stated that UAlbany has a low rate of participation in Study Abroad and asked Chairs to help promote the experience. Study Abroad courses count toward degree completion and students can also use their financial aid in such programs. Many institutions in Europe teach courses in English, which eliminates a possible obstacle due to non-fluency in a foreign language.

J. Pasquill also encouraged Chairs to promote study abroad opportunities that seem compatible with their majors. He also asked for help in accommodating inbound visiting students in popular courses to eliminate a disadvantage because such students typically arrive well past regular registration. He also mentioned faculty-led study abroad programs and encouraged interested faculty to discuss possibilities with the Office of International Education.

Adjournment
Dean Wulfert adjourned the meeting at 4:01 p.m.

Handouts
- Agenda
- Minutes of April 4, 2012 meeting
- Study Abroad services description
- Important Reminders for CAS Department Chairs Regarding International Students and Scholars, Fall 2012