College of Arts and Sciences
Council of Chairs
Wednesday, November 7, 2012
2:30-4:00 p.m., AS-122

Meeting Minutes


Introductory Remarks: Associate Dean Monfasani called the meeting to order at 2:35 p.m.

Minutes of October 3, 2012 Meeting: A motion to approve the minutes was made by A. Lyons, seconded by R. Hoyt. The meeting minutes for October 3, 2012 were unanimously approved with minor revisions.

Announcements:
- Department, faculty and/or student highlights for November Senate Meeting due 11/9/12 (to Jay Oddi at joddi@albany.edu)
- President’s Council on Diversity/University Senate retreat on Inclusive Excellence by Dr. Frances Kendall for Council of Chairs and Faculty Council is Wednesday, 11/14/12 from 2:50 p.m. in the Assembly Hall. Please reply to joddi@albany.edu if unable to attend.
  - It is expected that the department chairs attend this event. For individuals with teaching responsibilities during this time, those individuals should come for at least part of the session.
- CAS Conference Travel Fund Program applications due 11/19/12 to CAS Dean’s Office (Jaime Galusha, AS 217)
- Full CAS Faculty Meeting is 12/12/12 from 3:30 p.m.-5:00 p.m., PAC Recital Hall
- Cases for Promotion only due 12/14/12 from Department to Dean for decision by 8/31/13
- Intersession Energy Savings Initiative (Limited Operations Period 12/21/12-1/1/13; Energy Conservation Period 1/2/13-1/17/13)
- Thank you to all who participated in the October 13 Open House for Prospective Students.
- Commencement is December 16, 2012 at 1:00 p.m. in the SEFCU Arena. Marching faculty should RSVP by 11/26/12 by e-mailing Commencement@albany.edu with your name, preferred email address, academic department and office address. Please also let your commencement coordinator/assistant to chair/department secretary know of your participation. Further information is available at: http://www.albany.edu/commencement/

Old Business:

Associate Deans Monfasani and Delano talked about their duties. One of those duties includes examining faculty productivity in the various departments over time in order to make recommendations to Dean Wulfert about the allocation of resources. Associate Dean Monfasani suggested that the Faculty Activity Reports are not well-utilized and that in lieu of the limitations of the FAR database, department chairs make it policy for faculty members to have an updated CV online as well. It would also be wise to keep the FARs up to date (continuous vs. end of the year). Completion of the FAR continues to be University policy.
Associate Dean Delano briefly described the perspectives with which departments and programs will be reviewed: “We are all on the same team. Money coming into the College is a closed system. All of the departments are compressed. No programmatic needs seen in isolation are unworthy. It is only when they are viewed in a much larger context that some programmatic needs are more worthy than others.”

**New Business:**

**Faculty Mentoring**

The Provost’s office would like policies from each department on how they mentor new faculty. The Provost has a mentoring best practices website: www.albany.edu/mentoring.best.practices.doc.shtml. The college will be looking at departmental mentoring practices for junior faculty, associate professors, adjuncts, and graduate student instructors. Chairs are asked to provide this information to J. Oddi within a week. For tenured/tenure-track faculty, mentoring should address scholarship, teaching, and service. For others, only teaching needs to be addressed.

**NSSE and SOS Results**

Associate Dean Monfasani provided handouts on the SUNY Student Opinion Survey (SOS) and the National Survey of Student Engagement (NSSE).

SOS compares Albany to the three University Centers on various measures of student satisfaction. Associate Dean Monfasani invited reactions to these data at the next meeting. IRPE also has an analysis of the 2009 SOS; J. Oddi will send the link to the report to the Council.

Associate Dean Monfasani invited the Chairs to read and react to the NSSE analysis at the next meeting. The Chairs expressed concern over the NSSE response rate and conclusions offered in the document.

Several Chairs related the use of the NSSE and SOS in decision-making to the problem of using SIRF, given its low response rate, in tenure and promotion decisions. There was a suggestion that peer review should be weighted more in the T/P process than SIRF scores.

**Adjournment:**

Associate Dean Monfasani adjourned the meeting at 3:25 p.m.

**Handouts**

- Agenda
- Minutes of October 3, 2012 meeting
- SOS Results
- NSSE Results
- IRPE Analysis of 2009 SOS Survey (link emailed after the meeting; no handout. http://www.albany.edu/ir/UAlb_27.pdf)