College of Arts and Sciences  
Council of Chairs  
Wednesday, April 3, 2013  
2:30-4:00 p.m., AS-122

DRAFT Meeting Minutes


Not present: N. Denton, J. Monfasani, B. Pyszczymska, K. Zhu

Introductory Remarks: Dean Wulfert called the meeting to order at 2:30 p.m.

Minutes of February 6, 2013, Meeting: A motion to approve the minutes was made by A. Lyons, seconded by R. Hoyt. The meeting minutes for February 6, 2013, were unanimously approved with minor revisions.

Announcements:
- Nominations to carry the College gonfalon at the Undergraduate and Graduate ceremonies were due 4/1/13 (send one undergraduate and one graduate student name and nomination information to Jay Oddi at joddi@albany.edu)
- Department, faculty and/or student highlights for Senate Meetings due 4/17/13 for 4/29/13 meeting and 5/1/13 for 5/13/13 meeting (to Jay Oddi at joddi@albany.edu)
- Council of Chairs Reception is 5/1/13, 6:00 p.m., Dean’s Residence (Reply by 4/19/13 to Cindy Endres at cendres@albany.edu)
- CAS Ice Cream Social is Monday, 5/20/13, 2:30-4:00 p.m., Campus Center Terrace Lounge
- 2013-14 Council of Chairs Retreat is Wednesday, 9/11/13, 8:30-4:30 p.m., Alumni House
- Faculty Participation Requested:
  - Closer Look Admitted Diversity Student Open House is 4/6/13, 9:30 a.m.-3:00 p.m. in the LC Concourse/Campus Center-contact Hank Shuford, Undergraduate Admissions (Hshuford@albany.edu or 6-8204)
  - Open Houses for Accepted Students are 4/13/13 and 4/14/13 (name of department representative should have been provided to Jay Oddi at joddi@albany.edu by 3/25/13)
  - Campus Clean-Up Day is Tuesday, 4/30/13. Please volunteer by signing up at: http://apps.albany.edu/volunteer/?ID=44. (Rain date is 5/2/13.)
  - Commencement Weekend is 5/18-5/19/13. Please have individuals sign up at: http://apps.albany.edu/volunteer/?ID=43 and e-mail list of faculty names by 4/30/13 to Jay Oddi at joddi@albany.edu.

New Business:

Honors College Jeffrey Haugaard, Associate Vice Provost for Undergraduate Education and Honors College Director

The Honors College, now in 7th year, is a community of developing scholars. Students engage in scholarship through their honors coursework and the senior thesis requirement. Community is also an
important element of the program. Honors students have the option to live together in the residence halls where the Honors College hosts many events: invited faculty talks, skill-building programs, open mic’s, etc. The senior theses are stored on the Honors College website along with other useful information, such as how to get research assistantships, internships, and scholarships.

The Honors College instructional program draws from courses across the University. Faculty members who are interested in teaching honors courses should discuss that option with their Chairs. Students who graduate from the Honors College receive a special transcript designation and a gold stole. The stoles are presented at a luncheon during commencement weekend. Students may invite their parents, a professor, and a high school teacher to the lunch.

**Community Engaged Scholarship** Dean Wulfert

Community engaged scholarship will be an important focus of the University. At recent events, President Jones articulated the need to structure rewards that are aligned with the core value of public scholarship. The College has a number of centers that are engaged in public scholarship – CARD, PSC, the MRP program, CEMHD, ECO and the relationship with the NYSDOB, BIO and State Police, ATM with NWS and DEC, etc.

Because some units may be unfamiliar with community-engaged scholarship, an advisory group of experienced faculty members may be helpful in initiating projects, e.g., handling risk and liability, developing flexible research plans for unpredictable circumstances, and creating MOUs with cooperating agencies.

**Strategic Plan** Dean Wulfert

The College will begin its strategic planning process this summer. To this end, each department will need to develop a strategic approach to hiring, building to strength, curriculum, enrollment goals, etc. (a form was provided). Based on departmental plans and goals, an integrated plan for the College will be developed. Chairs were asked to ensure that faculty members update their activity reports by June 1, 2013; the Dean’s Office will then create baseline data from the FAR database by August 1, 2013, which departments will review for accuracy by September 1, 2013. On October 1, 2013, department plans will be due to the Dean’s Office. Baseline data will include publications, research grants, creative work, and peer reviewed presentations.

The Dean’s office will also provide award and expenditure data from the Research Foundation. Departments will need to provide financial information on projects and centers that are not funded through the RF.

**Adjournment:**

Dean Wulfert adjourned the meeting at 4:04 p.m.

Handouts

- Agenda
- Minutes of December 5, 2012 meeting
- Data on The Honors College at the University at Albany
- CAS 2013-2018 Departmental Strategic Plan Worksheet