Meeting Minutes


**Not present:** M. Williams

**Introductory Remarks:** Dean Wulfert called the meeting to order at 2:35 p.m.

**Minutes of October 2, 2013, Meeting:** A motion to approve the minutes was made by A. Lyons, seconded by M. Lifchitz. The meeting minutes for October 2, 2013, were unanimously approved.

**Announcements:**
- Department, faculty and/or student highlights for February Senate Meeting due 1/27/14 (to Jay Oddi at joddi@albany.edu)
- Course Action Forms and Curricular Proposals are due no later than 2/28/14. Please submit program related proposals before the last day of classes in the fall semester (12/10/13). Bear in mind scheduling registration dates when specifying the effective semester for proposals. E-mail proposals to Cindy Endres at cendres@albany.edu.
- Intersession Energy Savings Initiative: (Limited Operations Period 12/20/13-1/1/14; Energy Conservation Period 1/2/14-1/16/14)
- From the Registrar: The due date for submission of all grade rosters is 12/23/13 at 11:59 p.m.
- Fall 2014 scheduling in Peoplesoft is to be completed by departments by 1/17/14. Teaching Templates are also due by 1/17/14. (Dean’s office review is January 20-29.)
- Journal Support Award application materials due to Department Chair by 2/7/14 for the spring round of competition. (Dept Chairs should submit ranked applications to Dean’s Office by 2/14/14.) (For more details: http://www.albany.edu/osp/assets/JournalSupport2013.pdf)
- Conference Support Award application materials due to Department Chair by 2/7/14 for the spring round of competition. (Dept Chairs should submit ranked applications to Dean’s Office by 2/14/14.) (For more details: http://www.albany.edu/osp/assets/ConferenceSupport2013.pdf)
- Faculty Participation Requested: Thank you to all who participated in the December 8 Commencement.

**Old Business**

R. Zitomer, L. Sayahi, C. Lawson and C. MacDonald each reported they had invited Career Services to meet with faculty members or teach a class about the many programs and services that office provides for students and alumni. All stated that their experiences were positive.
R. Zitomer reported a productive meeting with Tamra Minor, Assistant VP and Chief Diversity Officer, about strategies to recruit underrepresented faculty and graduate students. The chairs discussed recruiting through professional societies which have subsets of members that are underrepresented on the faculty or in graduate programs. Dean Wulfert expressed that CAS would support a recruitment plan such as this by providing resources and would advocate to ODI or other units to provide additional support.

**New Business**

**Advising for Minors**

The Art and Art History Department had been fielding a significant number of requests for advising in the minor leading to an increase in paperwork. Faculty members were confused since advising for both the major and minor should take place in the department of a student’s major. Although this system works well in most cases, faculty members outside of the minor department may not have enough information to make a decision about DARS exceptions. The transfer equivalency database is a good resource to use with students transferring from community colleges, but it does not include equivalencies for courses taken abroad. At the end of the discussion, the chairs agreed that for exceptions and other questions about minors, faculty advisors should refer students to the department of the minor.

**COACHE Survey**

Dean Wulfert presented a report about the results of the 2011 COACHE survey of faculty satisfaction. The results compared faculty satisfaction at UAlbany to the other University centers and to national peers on an array of topics such as research, teaching, services, and resources in support of faculty work. The chairs discussed the results and their recommendations to affect faculty satisfaction. The survey results had not been parsed by school/colleges or departments as the units of analysis would be too small. Some chairs asked about numeric results rather than generic qualifiers (slightly higher than, lower than), which are not yet available. Dean Wulfert asked the chairs to share the report with their faculty members and invite feedback. Comments can also be sent to SuggestionBox@albany.edu or in hardcopy anonymously to the Provost by February 7, 2014.

**Adjournment:**

Dean Wulfert adjourned the meeting at 4:10 p.m.

**Handouts**

- Agenda
- Minutes of October 2, 2013 meeting
- COACHE Survey Report
- Student Learning Outcomes Presentation