Meeting Minutes DRAFT


Not present: L. Niu; B. Pyszczymuka

Introductory Remarks: Dean Wulfert called the meeting to order at 2:33 p.m.

Minutes of December 11, 2013, Meeting: A motion to approve the minutes was made by J. Neely, seconded by A. Lyons. The meeting minutes for December 11, 2013, were unanimously approved.

Announcements:

- 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](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](http://www.albany.edu/osp/assets/ConferenceSupport2013.pdf))
- CAS Conference Travel Fund Program applications due 2/18/14 (AS-217, original plus 3 copies) [http://www.albany.edu/cas/assets/13-14_Travel_Award_Program_Application.doc](http://www.albany.edu/cas/assets/13-14_Travel_Award_Program_Application.doc)
- Department, faculty and/or student highlights for March Senate Meeting due 2/24/14 (to Jay Oddi at joddi@albany.edu)
- Course Action Forms and Curricular Proposals are due no later than 3/3/14. Bear in mind scheduling registration dates when specifying the effective semester for proposals. E-mail proposals to Cindy Endres at cendres@albany.edu.
- FRAP B Applications due 3/7/14 (AS-217, original plus 10 copies) (For more details: [http://www.albany.edu/FRAP_Application_for_Award_Period_2013-15.pdf](http://www.albany.edu/FRAP_Application_for_Award_Period_2013-15.pdf))
- Nominations for President’s Award for Undergraduate Research are due 3/14/14 (send ranked nominations to Jay Oddi, joddi@albany.edu)
- Sabbatical reports for Fall 2013 are due 3/15/14 (faculty should send via email to Steve Galime at sgalime@albany.edu with copy to Department Chair and Assistant to Chair/Department Secretary)
- CAS Authors and Artists Reception is 4/1/14 from 3-4:30 p.m. in the Standish Room (invitations to be sent soon)
- The UAF Staff may be contacting your department to review your UAF student scholarships and awards to see how they may be able to assist your department in administering the awards. If you have any questions, please contact Steven Galime
- Faculty Participation Requested:
  - Academic/Student Services Fair and Scholars Luncheons for admitted Presidential and Frederick Douglass Scholars are 2/27/14 and 3/6/14 from 10-10:45 a.m. (Academic Fair-UNH Atrium) and 11:45 a.m. (Luncheon-CC Ballroom). Please provide name of department representative at Academic Fair to Jay Oddi at joddi@albany.edu by 2/6/14. Current Departments needed: ANT/LIN, ATM, BIO, CHM, COM, ECO, ENG/JRL, HIS, LLC/SPN,
MAT, MUS, PHY, PSY, SOC. Luncheon only participants should RSVP to Jaclyn Napoleon, Undergraduate Admissions (jnapoleon@albany.edu or 2-5435).
- Open Houses for Accepted Students are 4/5/14 and 4/6/14 (send name of department representative to Jay Oddi at joddi@albany.edu by 3/21/14)

**Old Business** - None

**New Business**

**Equitable Contributions** (Dean Wulfert)

The Dean’s Office staff is reviewing FARs and has begun meeting with Chairs to discuss faculty whose scholarly productivity appears to fall substantially below departmental average. Follow-up meetings with faculty members are being scheduled to discuss equitable distributions. A Chair expressed concern that evaluative criteria were not first vetted with departments. Another Chair stated that Chairs have the opportunity to clarify discipline-specific standards of productivity with the Dean prior to involving the faculty members. Dean Wulfert explained that the “rule of thumb” is whether the level of post-tenure productivity over a 10-year period is equivalent to the level of productivity prior to the tenure review. When this is not the case, conversations are initiated with a focus on faculty development and equitable contributions. Meetings with Chairs and faculty members conducted to date have been well received.

**Enrollment** (K. Gersowitz, Assistant Dean for Academic Programs)

K. Gersowitz circulated graphs of graduate and undergraduate enrollment over the last 5 years. She mentioned that the data came from the Business Intelligence system which departments can use to monitor key metrics such as enrollment. P. Magnus stated that only including first and not second majors in the enrollment graphs, a substantial portion of the actual enrollment is missing. N. Kizenko stated that splitting the count of students between different schools may also give the impression of a low-enrolled program. K. Gersowitz explained that while the total of first and second majors is used in decision-making at the department and college level, at the university level only first majors count toward a department. J. Neely indicated that the psychology department’s decrease in undergraduate enrollment is related to new restrictions on declaring the psychology major and how majors are counted. Dean Wulfert emphasized the importance of maintaining graduate enrollment; she encouraged departments to talk to the Dean’s office if they are having problems meeting targets.

**Allied Health** (Dean Wulfert)

The University is interested in creating a number of new programs to attract new students. Among possible programs are those subsumed under the umbrella of Allied Health that provide the baccalaureate basis for future graduate training in professions such as physician’s assistant or physical therapist. A committee of faculty and administrators is exploring possibilities.

**Adjournment:**

Dean Wulfert adjourned the meeting at 4:05 p.m.

**Handouts**

- Agenda
- Minutes of October 2, 2013 meeting
- Graduate & Undergraduate Enrollment Charts