College of Arts and Sciences
Council of Chairs
Wednesday, April 1, 2015
3:00 – 4:30 p.m., AS-122

Meeting Minutes


Introductory Remarks:  Dean Wulfert called the meeting to order at 3:00 p.m.

Minutes of March 4, 2015, Meeting:  A motion to approve the minutes was made by N. Denton, seconded by A. Caticha. The meeting minutes for March 4, 2015, were approved with two abstentions.

Announcements:

- Distinguished Dissertation & MFA Project Awards nominations (2014-15) are due before 4/1/15 (e-mail nomination form to Cindy Endres at cendres@albany.edu)
- Nominations to carry the College gonfalon at the Undergraduate and Graduate Commencement ceremonies are due 4/1/15 (send one undergraduate and one graduate student name and nomination information to Jay Oddi at joddii@albany.edu)
- SAVE THE DATE:  Dinner Reception is 5/13/15, 6:00 p.m., Dean’s Residence. Invitations forthcoming. (Reply before 5/6/15 to Cindy Endres at cendres@albany.edu)
- CAS Ice Cream Social is Monday, 5/18/15, 2:30-4:00 p.m., Campus Center West Lounge (invitations forthcoming)
- SAVE THE DATE:  Chairs Retreat for returning and new Department Chairs is Wednesday, 8/19/15 from 9:00 a.m.-4:30 p.m. (Alumni House)
- Faculty Participation Requested:
  - Open Houses for Accepted Students are 4/11/15 and 4/12/15 (send name of department representative to Jay Oddi at joddii@albany.edu by 3/25/15)
  - Campus Clean-Up Day is Tuesday, April 28, 2015. Please volunteer by signing up at: http://www.albany.edu/cleanup. (Rain date is Thursday, April 30, 2015.)
  - Commencement Weekend is May 16-17, 2015. (http://www.albany.edu/commencement/)

Old Business

SIRF Scores – John Delano, Associate Dean

The Dean’s Office has met with chairs from four departments to discuss the causes of low SIRF scores and negative student comments in certain classes. The meetings were productive. Chairs need to log into the SIRF system, monitor their faculty members’ SIRF reports, particularly the student comments, and address concerns with the faculty.

New Business

New Faculty Activity Reports - Robert Bangert-Drowns, Dean, School of Education; Daniel Butterworth, Program Director, President’s Office; Bruce Szelest, Director, Institutional Research; Miriam Trementozzi, Associate Vice President, Community Engagement
Dean Bangert-Drowns stated that faculty activity reports (FARs) have historically focused on teaching, research, and service, they have not reflected publically engaged work. The new options in the FARs allow publically engaged work to be tracked and then publicized.

M. Trementozzi discussed the University’s definition of public engagement based on the Carnegie classification. She gave examples of public engagement from CAS – “Researching New York” (HIS), University in the High School (CAS), the University Community Chorale (MUS), CEMHD (ANT), and others.

Tenured/tenure-track and non-TT faculty will report their community-engaged activities on the FAR, whereas professional staff and graduate students will complete a survey.

B. Szelest described the process of tagging activities as publically engaged. Tags appear in reporting screens for grants, publications, artistic and creative works, and in other places in the FAR. Faculty will then summarize their publically engaged work in a separate section by entering a theme and the activities related to that theme. There is also a rapid report that faculty can run to see their publically engaged activities at a glance. The new public engagement components of the FAR were piloted by ~15 faculty members.

The Chairs discussed what items would qualify as publically engaged. If faculty members are unsure, they should still report the activity and it will later be reviewed by the President’s Office. All items entered into the public engagement sections of the FAR will be reviewed to identify signature projects.

Contingent and PT Faculty Concerns – Kathy Gersowitz, Assistant Dean

The Provost has convened a committee to examine compensation and benefits, job security, professional development, performance evaluation, and career progress/promotion for part-time and contingent faculty. The Provost aims for a preliminary report by the end of the current semester.

Adjournment: The meeting was adjourned at 4:05 p.m.

Handouts: Agenda
Minutes of the March 4, 2015, Meeting
University at Albany Public Engagement Informational Packet
Telling Our Story of Public Engagement: An Overview of the Data Collection System
An Integrated Data Collection System for Faculty, Professional Staff and Students
How to Report Your Publicly Engaged Work in the Faculty Activity Report
Voluntary Survey on Public Engagement Activities
Campus Resources for Public Engagement