Meeting Minutes


Not present: A. Caticha, L. Saint-Vil, K. Zhu

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

Minutes of April 1, 2015, Meeting: A motion to approve the minutes was made by P. Magnus, seconded by J. Neely. The meeting minutes for April 1, 2015, were approved with two abstentions.

Announcements:
• Spring Dinner Reception is 5/13/15, 6:00 p.m., Dean’s Residence.
• CAS Ice Cream Social is Monday, 5/18/15, 2:30-4:00 p.m., Campus Center West Lounge (Reply by May 15 to casdean@albany.edu)
• From the Registrar: Please submit a grade for each student no later than Tuesday, 5/19/15 by 11:59 p.m. to ensure that students are graded accordingly for the work they have completed, to help facilitate degree clearance, and to ensure students achieve satisfactory academic progress related to financial aid (blank grades can adversely affect satisfactory academic progress). Grades will be posted and available to students on MyUAlbany by noon on Wednesday, 5/20/15.
• The CAS deadline is 6/1/15 for on-line Faculty Activity Reports covering the period 5/1/14 to 4/30/15. Please note all faculty should have a FAR on file.
• Course Scheduling for Spring 2016 will be underway and is expected to be completed no later than 7/24/15 along with updated Teaching Templates.
• SAVE THE DATE: Chairs Retreat for returning and new Department Chairs is Wednesday, 8/19/15 from 8:30 a.m.-4:00 p.m. (Alumni House)
• Thank you to all who participated in our Open Houses for Accepted Students on April 11 and 12.
• Thank you to all who participated in Campus Clean-up Day on April 28.
• Commencement Weekend is May 16-17, 2015. (http://www.albany.edu/commencement/)

Old Business

None

New Business

Visit by James R. Stellar, Senior Vice President for Academic Affairs and Provost

Provost Stellar stated that he had been meeting with the Deans and that he planned to meet with departments to learn about their scholarly and instructional programs. When Dr. Stellar was Dean of Arts and Sciences at Northeastern University, he helped lead an effort to increase that institution’s U.S. News ranking. Dr. Stellar stated that affecting a similar positive change for UAlbany depends on the leadership of the Deans and Department Chairs.
The Provost stated that he planned to focus more attention on freshmen, including: reducing class sizes in the Writing and Critical Inquiry program to improve faculty-student contact; using a software package that provides an early warning system about which students are disengaging from University life; encouraging the placement of high-quality, experienced faculty in introductory courses; and restructuring new student orientation based on feedback from focus groups. These efforts are meant to increase the number of students retained by the University from freshman to sophomore years.

Provost Stellar stated that he would like to do more to increase faculty research and scholarship across all disciplines. To that end, he would like to be involved in faculty recruitment in order to improve applicant pools. He also plans to focus on faculty diversity.

The Provost stated that he is open to ideas about improving students’ academic experiences. Some ideas he has entertained include creating study skills courses within each discipline and using undergraduate discussion section leaders. UG discussion leaders might be offered a small stipend and their experience could be recorded on a co-curricular transcript.

The Chairs discussed several other ideas, of which Provost Stellar took note.

**Adjournment:** Dean Wulfert thanked the outgoing Department Chairs for their service: Lee Bickmore, Randall Craig, Betty Daniel, Jim Neely, and Kehe Zhu. The meeting was adjourned at 4:00 p.m.

**Handouts:** Agenda
Minutes of the April 1, 2015, Meeting