College of Arts and Sciences
Council of Chairs
Wednesday, February 3, 2016
2:30 – 4:00 p.m., AS-122

DRAFT Meeting Minutes


Not Present: L. Saint-Vil

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

Minutes of December 9, 2015, Meeting: A motion to approve the minutes was made by R. Dressler, seconded by R. Hamm. The meeting minutes for December 9, 2015, were approved with one abstention.

Announcements:
- Course Action Forms and Curricular Proposals are due no later than 3/4/16. Bear in mind scheduling registration dates when specifying the effective semester for proposals. Please use updated Course Action Form and UPPC Campus Impact Statement and send proposals to Cindy Endres at cendres@albany.edu.
- FRAP B Applications due 3/4/16 (AS-217, original plus 10 copies)
- (For more details: http://www.albany.edu/osp/assets/FRAP_application.pdf)
- SAVE THE DATE: CAS Authors and Artists Reception is 3/24/16 from 3-4:30 p.m. in the Standish Room (invitations to be sent soon)
- Sabbatical reports for Fall 2015 are due 5/31/16 (faculty should send via email to Steve Galime at sjgalime@albany.edu with copy to Department Chair and Administrative Manager/Dept Secretary)
- Faculty Participation Requested:
  - Academic/Student Services Fair and Scholars Luncheons for admitted Presidential and Frederick Douglass Scholars are 3/3/16 and 3/11/16 from 10-10:45 a.m. (Academic Fair-UNH Atrium) and 12:00 p.m. (Luncheon-CC Ballroom). Please provide name of department representative at Academic Fair to Jay Oddi at jodd@albany.edu by 2/18/16. Current Departments needed: ANT/LIN, ATM, BIO, CHM, COM, EAS (JPN/CHI), ECO, ENG, HIS, JRL, LLC/SPN, MAT, MUS, PHY, PSY, SOC. Luncheon only participants should RSVP directly to Jaclyn Napoleon, Undergraduate Admissions (jnnapoleon@albany.edu or 2-5435).
  - Open Houses for Accepted Students are 4/16/16 and 4/17/16 (send name of department representative to Jay Oddi at jodd@albany.edu by 4/1/16)

Old Business

Retention (John Delano, Associate Dean)

J. Delano received retention plans from 12 departments and looks forward to receiving the remaining plans over the next week. At the next Council meeting, Chairs will go over strategies derived from the department plans.
New Business

Peer Mentoring (Rabi Musah, Professor of Chemistry and Director, CARSS)

R. Musah discussed the impact of the Center for Achievement, Retention and Student Success (CARSS) on student retention in the STEM disciplines. As reported by students in focus groups, attrition from STEM disciplines is most frequently caused by poor performance in one or more of the gateway courses. Because courses are sequential, falling behind in an early gateway course leads to poor performance in the next course, progressively shrinking the cohort of STEM students as they move through the curriculum.

CARSS offers a peer tutoring service for students in specific courses in biology, chemistry, and physics. To qualify as a prospective tutor, undergraduate student applicants must have received an A in the course they intend to tutor and then complete a credit-bearing course on meta-study skills including the psychology of learning and they participate in a practicum under supervision. The course trains prospective tutors in how to empower tutees with study skills rather than mimic in-class instruction. If they are selected after completing the course, CARSS tutors are assigned ~30 tutees.

R. Musah reported that the graduation rate of the first cohort of CARSS students was 66% compared to ~35% for baseline and control groups. The effect was more pronounced for women and students of color. Notably, the CARSS effect on academic performance in STEM is found only among native freshmen and not transfer students. CARSS is seeking additional funding to study this difference. R. Musah estimated that CARSS has increased the number of UAlbany graduates in STEM disciplines by ~800 since its inception.

Compact Budget Process

Dean Wulfert stated that faculty wishing to submit a compact proposal must first send a letter of intent to the Dean’s Office. To save time and effort, only those projects deemed likely to be funded will be developed into full proposals. She stated that collaborative projects that will advance one or more of the President’s four stakes in the ground will likely have a higher chance of getting funded; thus faculty should consider developing potential projects with colleagues within and outside of CAS.

Adjournment: The meeting was adjourned at 4:00 p.m.

Handouts:
Agenda
Minutes of the December 9, 2015, meeting
2017-18 Compact Planning Calendar
Compact Proposal Entry Instructions and FAQs