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

DRAFT Meeting Minutes  


Not Present: C. Lawson  

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

Minutes of February 3, 2016, Meeting: A motion to approve the minutes was made by P. Magnus, seconded by C. Wagner. The meeting minutes for February 3, 2016, were approved.  

Announcements:  
- Course Action Forms and Curricular Proposals are due no later than 3/4/16. Please keep in mind scheduling registration dates when specifying the effective semester for proposals. Please use updated Course Action Form and UPPC Campus Impact Form 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)  
- CAS Authors and Artists Reception is 3/24/16 from 3-4:30 p.m. in the Standish Room (invitations to be sent soon)  
- Nominations to carry the College gonfalon at the Undergraduate and Graduate Commencement ceremonies are due 3/25/16 (send one undergraduate and one graduate student name and nomination information to Jay Oddi at joddi@albany.edu)  
- SAVE THE DATE: CAS Ice Cream Social is Tuesday, 5/17/16, 2:30-4:00 p.m., Location TBD (invitations forthcoming)  
- Sabbatical reports for fall 2015 are due 5/31/16 (faculty should send via email to Steve Galime at sgalime@albany.edu with copy to Department Chair and Administrative Manager/Dept Secretary)  
- 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 joddi@albany.edu by. 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 (jnapoleon@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 joddi@albany.edu by 4/1/16)  

Old Business  

Retention (John Delano, Associate Dean)  

J. Delano discussed retention strategies submitted by departments. Ideas included increasing undergraduate research, improving classroom instruction, developing concentrations within the current major, reaching out
to double majors to ensure effective advisement and mentoring, having TAs track academic performance of students during the semester, revitalizing student club and honor society, increasing internship and field experience opportunities, revising design and content of gateway courses, reorganizing introductory course to include weekly lecture by visiting faculty, consistently enforcing a minimum of C- in prerequisites before proceeding to advanced courses, and others.

Only 8% of lower division courses had SIRF overall scores of <3.0 with no significant difference based on instructor gender. J. Delano discussed the components of SIRF correlated with the instructor overall score. Chairs should read student comments and look for patterns.

New Business

Managing Disruptive and Threatening Students (Sally D’Alessandro, Director of Student CARE Services, Office of Community Standards, and Aran Mull, Deputy Chief of Police, UPD)

S. D’Alessandro discussed Student CARE (Coordinate, Advocate, Respond, Empower) Services, which was formed in 2014 to provide early intervention, resources and follow-up for students in distress. Faculty, staff, students, and family members can report concerning changes in behavior. Low-level concerns will be resolved by S. D’Alessandro, higher-order and disruptive behaviors will be evaluated by a CARE Team, which includes representatives from Graduate Studies, University Police, Student Affairs, and other relevant units as needed (e.g. Disability Resource Center, International Student Services, Human Resources, etc.). The goal is to modify the concerning behavior before resorting to disciplinary action.

The threshold for reporting is low and most reports will not launch a disproportionally large response. Faculty and staff are encouraged to report students in whom they have seen a big change; changes in hygiene; any kind of ongoing disruptive behavior that the instructor has attempted to stop through normal means; behavior that is considered odd (can check with DRC for registration, if registered, can work through them to modify behavior). S. D’Alessandro would be willing to come to faculty meetings to discuss Student CARE Services.

A. Mull discussed the campus’ response to an active shooter. The active shooter webpage provides links to resources such as the Run, Hide, Fight video. UPD was first police department in NYS to develop active shooter training and now serves as a model for other police departments in the state.

Compact Budget Process

Dean Wulfert stated that the letters of intent for proposals for the Compact Budget Process were under review by Dean’s Office and Academic Planning Committee. The list of LOIs accepted for development into full proposals will be ready by Friday, March 11, 2016.

Research Profile Meetings

Dean Wulfert stated that the VPR is concerned that there are few large multidisciplinary grants. The VPR would like to visit departments to generate ideas and link faculty across units and institutions to increase the number of large grants won by the University.

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

Handouts: Agenda
Minutes of the February 3, 2016, meeting