College of Arts and Sciences  
Council of Chairs  
Wednesday, April 5, 2017  
2:30 – 4:00 p.m., AS-122

DRAFT Meeting Minutes


Not Present: A. Byon, C. Wagner

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

Minutes of the March 1, 2017, Meeting: A motion to approve the minutes was made by P. Magnus, seconded by A. Masters. The meeting minutes for March 1, 2017, were approved with one abstention.

Announcements:

- **SAVE THE DATE:** Dinner Reception is Weds. 5/10/17, 6:00 p.m., Dean’s Residence (invitations forthcoming). (Reply before 5/1/17 to Cindy Endres at cendres@albany.edu)
- **SAVE THE DATE:** CAS Ice Cream Social is Tuesday, 5/23/17, 2:30-4:00 p.m., Location TBD (invitations forthcoming)
- Sabbatical reports for fall 2016 are due 5/31/17 (faculty should send via email to Steve Galime at sgalime@albany.edu with copy to Department Chair and Administrative Manager/Dept Secretary)

Faculty Participation Requested:

- Open Houses for Accepted Students are 4/22/17 and 4/23/17 (send name of department representative to Jay Oddi at joddil@albany.edu by 4/1/17)
- Campus Clean-Up Day is Tuesday, April 25, 2017. Please volunteer by signing up at: http://www.albany.edu/cleanup. (Rain date is Thursday, April 27, 2017.)
- Commencement Weekend is May 19-21, 2017 (http://www.albany.edu/commencement/)

Old Business

Contingent Faculty Draft Evaluation Policy (Kathy Gersowitz)

K. Gersowitz went over the Contingent Faculty Evaluation Policy that she drafted based on chair feedback from the previous meeting and took suggestions and questions. It was mentioned that the suggested form is a formative evaluation according to ITLAL. The Dean stated that departments may develop a different form or may want to use the ITLAL form as a guide but modify it as appropriate. The important issue is to develop a standardized form that will be used for all contingent faculty in a department. The faculty should be given access to the form so they can understand what aspects of their teaching will be evaluated during in-class observations. Though there is no plan for routine collection of the forms, the Dean’s Office will request evaluations when needed to compare performance of contingent faculty.

One Chair stated that their department has 29 adjuncts. Evaluating all of them at once under the new policy would create a burden on tenured faculty. It was agreed that departments may conduct a phased roll-out, perhaps beginning with graduate student instructors and moving up to long-term contingent faculty with a demonstrated history of exemplary teaching. The Council approved the new policy, 22-0-0. The policy will be posted and will likely go into effect in Fall 2017.

New Business

Student MERIT System (Kristin Marshall, Director, Strategic Communications, News and Communications)
Merit allows the University to share the stories of students with many layers of constituents. K. Marshall is rolling out the software to academic units and will work with them to create student “achievements” (e.g., study abroad, honors, etc.) that can be awarded by departments to students via the app. Students can share their achievements over social media, and the University can push these achievements out to media outlets, hometown newspapers, and local politicians. The legislators have given positive feedback to the system.

Student Affairs will add 3 years of retroactive badge accomplishments based on coursework in career exploration, leadership, and sustainability. They will be also move from granting regular badges to gradations of achievements labeled gold, silver, and bronze.

Users in CAS or the departments will upload student information to an award. Students accept the achievements onto their personalized page and then share those achievements. About half of the student body, both graduate and undergraduate, are actively engaged with Merit.

CAS is looking to identify staff to be trained and will be looking to put forward one to five achievements and build the list from there. In Merit, specific “achievements” are verified by the University. Students can self-report items, but the University achievements are held in higher regard. Ideas for achievements to post: internships, scholarships (e.g., external funding for graduate students; UG scholarships are posted already); publications (depending on level and discipline); and unique departmental awards.

**Degree Requirements and Bulletin Reconciliation Project** (Kathy Gersowitz)

The University is moving from DARS to the DegreeWorks system as mandated by SUNY. Part of the migration is a comprehensive review of course descriptions in PeopleSoft compared to the Bulletin descriptions. The Dean’s Office will contact departments with questions on substantive differences between the Bulletin and PeopleSoft descriptions. Any courses not offered in the last 4 years ought to be deactivated according to University policy. Intention is to make sure the deactivated courses are not put into the Bulletin. Courses can be reactivated easily.

**Online SIRF Forms** (Susanna Fessler)

S. Fessler circulated the evaluation form to be used for courses that are taught completely online. The form shares the “overall” questions with the regular SIRF. S. Fessler also handed out a sample of the reports that go into a tenure portfolio. That report contains course/instructor overall, along with departmental average scores. If departments have new faculty members who teach online courses, the new form will provide meaningful comparative data for use in tenure decisions. The form will be automatically presented to students in online courses via the current SIRF system.

**New Hires Course Release Policy** (Edelgard Wulfert) - Postponed

**USNWR Rankings** – How to Improve our Reputation (Edelgard Wulfert) - Postponed

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

**Handouts:**
- Agenda
- Minutes of the March 1, 2017, meeting
- Online Course Evaluation Form
- Sample Teaching Report for Tenure
- Email re: Campus-wide Degree Requirement and Bulletin Reconciliation Project
- Draft CAS Policy on Evaluation of Non-TT Faculty
- University Minimum UG Syllabus Requirements
- CAS Graduate Syllabus Requirements
- CAS Syllabi Collection and Storage Policy
- Merit Handouts