CAS Faculty Council Meeting Minutes
September 11, 2019 2:45-4:15 p.m., Arts and Sciences 122


Not in attendance: Ron Friedman, Christine Puleo, Jun Wang,

1. Call to Order
   - The meeting was called to order by Chair Chen at 2:45 p.m.
   - All present introduced themselves.

2. Presentation by Professor Christine Wagner, Provost Fellow for Faculty Development
   - National Center for Faculty Development and Diversity (NCFDD)
     - The University at Albany, along with 450 institutions nationwide, are now Institutional Members of the NCFDD.
     - The NCFDD is a nationwide center for faculty development and diversity, focused on faculty success at every level and rank across a career. They provide professional development programming and mentoring.
     - Tenure track fulltime faculty, postdocs, and graduate students can sign up for free; we have all received instructions in our email.
     - Their services include:
       - Curriculum that covers strategic planning, explosive productivity, healthy relationships, and work-life balance.
       - Webinars streamed monthly, although each one is available in the archives; webinars include interactive exercises. Members can work through the program online at home or in groups that will meet September 23, October 24, November 21, January 13 (all will be announced via email).
       - Guest webinars by experts on specific topics, including imposter syndrome, incivility in the classroom, and maintaining joy in research.
       - Monday morning reminders about weekly goals.
       - Multi-week programs including the 14-day writing challenge to help participants stay on the path of writing every day.
   - Faculty Development Workshops
     - A workshop for Assistant Professors will be held September 18 (email notice has already been sent out).
     - A workshop for Associate Professors will be held October 28 (will be announced via email).
3. Approval of Minutes for May 1, 2019
   - Minutes from the May 1, 2019 meeting were approved without amendments and with eight abstentions.

4. Chair’s report
   - Chair Chen reminded us about the State of New York mandated Skillsoft E-learning program.
     o Human Resources has sent emails about this program.
     o It involves watching videos and taking a short test.
     o The first module is due the 16th of September.
     o There are a total of 10 sessions.
     o All modules must be completed by the end of November.
   - Vice-chair Pelosi, Chair of Nominating Committee explained that Ron Friedman, initially a member of the Council, but unable to attend meetings due to a class conflict, expressed the desire to remain on the Academic Support Committee and was in fact voted to serve as Chair of the Committee. Per the By-Laws, he must be replaced as a regular Councilor, because of his inability to attend the meetings. At the same time, he must be appointed as a one-year councilor, in order to serve as Committee Chair.
   - All present voted to support Ron Friedman as a council member to serve a one-year term.

5. Dean’s Report
   - Interim Dean Altarriba made the following announcements:
     o Sabbatical and other professional leave requests are due to the Dean’s Office by Tuesday 10/1/19.
     o FRAP A awards, UAlbany Conference Support Award, and UALBANY Journal Support Award applications are due 9/30/19.
     o The Seventeenth Annual College Faculty Dinner is 10/24/19 at 5:30 p.m. at the Italian American Community Center; invitations are forth coming.
     o The full CAS Faculty Meeting is scheduled for 12/4/19 2:15-4:15 p.m.
     o Part three of the President’s Learning and Listening Tour for CAS Faculty and Staff is 9/24/19 from 1:15-2:15 p.m. in the Campus Center Boardroom. The president will speak for 20 minutes followed by discussion.
     o Munch with the Majors will be held 9/24/19 from 6:30-8:30 p.m. in the Campus Center.
     o Open House for Prospective Students is 10/19/19.
   - Presentation
     o The primary area of focus for the upcoming academic year is enrollment, retention, and completion at both the undergraduate and graduate levels.
     o Funded Research: as a Research 1 institution research productivity is key. We have seen an increase in award dollars over the last 10 years. So the trajectory is very positive. Faculty are winning awards at a variety of places.
While our research profile is solid, we need to focus on enrollment. We are a tuition-driven institution; enrollment dips and trouble attracting and retaining students is a cause for concern.

- Trends: Slight decline in student enrollment for CAS over the last 5 years, even though there has been increase in university enrollment. This is a national problem, but especially a regional problem, as there are many institutions in the Northeast.

- With respect to seats, we provide basic courses for both CAS and non-CAS students, especially in STEM and mathematics in particular, so we are still providing the vast majority of undergraduate seats.

- CAS undergraduate enrollment over the last 5 years: Decline in humanities majors; fine and performing arts enrollment is steady; social sciences have increased slightly; sciences and math have decreased slightly. These trends are typical nationwide. Career programs that are perceived by students to lead to a profession in a relatively short amount of time are popular.

- CAS undergraduate seats over the last 5 years: Slight increase in Humanities, decrease in fine and performing arts, social sciences steady, slight increase in Sciences and Math. Still, we aren't making targets. Some courses are fundamental to new schools and colleges, so this doesn't translate to majors necessarily.

- MA student enrollment over the last 5 years: We've seen a good increase driven especially by BA/MA combined programs. Some of these programs admit juniors, some admit first years. We've introduced more MA programs in Data Science and Mathematics that proved to be quite popular.

- PhD students in the last 5 years: CAS has a slight increase for PhD student recruitment, compared to a decrease at the university level. There are some costs involved to having PhD students. We are starting to experience difficulty recruiting international students, and international students contribute tuition at different rates. With respect to enrollment, we have seen a slight increase in social sciences and humanities, but a good increase in sciences and math, especially data science.

- Focus on curriculum:
  - We need to stay or become up-to-date:
    - What are students interested in when they reach out to faculty?
    - What do high school students want in terms of curriculum?
    - What key terms are they searching for? Do name changes help?

- Focus on teaching:
  - Questions to ask ourselves:
    - Are we engaging students?
    - Are we at office hours as advertised?

- Focus on interdisciplinary research (grants)
  - How can we coordinate across departments?
• Returning to enrollment and retention: this is a huge priority for our Provost and President, but also something that everyone needs to be thinking about.

• How do we measure up to peer institutions, because good or bad, people use these metrics:
  o Retention and Graduation Rates in 4 and 6 years
    ▪ First year retention has been steady over the last 5 years; It has increased slightly for peer institutions.
    ▪ Graduate rate for 4 years has slightly increased over the last 5 years; it has increased a lot or slightly for peer institutions.
    ▪ Graduate rate for 6 years: We have decreased slightly compared to the steady or increasing 6-year graduation rate of peer institutions.
  o Enrolling students in the top 10% of their class: Binghamton is at 89.7% of freshman in top 10%, Stony Brook is at 87.9%, Buffalo at 70.1% and Albany is 51.9%.
    ▪ We are fundamentally different from peer institutions in this regard, so we need to think about who our students are and what they need to succeed.

• Budget
  o NY state is the principle revenue 77%; ICR Funds 2%; UAF Funds 2%; IFR Funds 1%; GA/TA 18%.
  o Assistantship allocations
    • Regular lines 86%; Carson Carr 5%; Extended year lines 4%; OTPS Funds 3%; CAS Dean’s Tuition Scholarships 2%.
    • Because students are often attracted to other schools with better funding, we are working hard to increase levels of funding for students.
  o Tuition allocations
    • Regular lines 84%, Carson Carr 4%, Extended year lines 1%, OTPS Funds 6%, CAS Dean’s Tuition Scholarships 5%.

6. Committee Reports
• Nominating: Thanks to the committee for their hard work, thanks to the members for responding quickly. The four committees have been populated. We will need to elect three at-large members. Perhaps most importantly, the Tenure and Promotion Committee has 12 members (6 Associate and 6 Full).
• Tenure and Promotion Committee: There are 30 cases this year; September 27th is the deadline for getting all materials in.
• Faculty Development: They will convene once the FRAP deadline is met.
• Academic Programs: They are waiting for submissions. There will be two ad hoc committees for academic grievances formed.
• Academic Support: Nothing to report.

7. Meeting close
• The meeting was adjourned by Chair Chen at 3:51 p.m.