

**Santa Clara University**  
**COLLEGE OF ARTS AND SCIENCES**  
**COUNCIL OF CHAIRS**

Wednesday, May 6, 2009

3:30-5:00 PM

Wiegand Conference Room, Arts and Sciences Building

MEETING AGENDA

**I. Welcome – Week 26**

- Chad Rafael sat in for Father Soukup representing the Department of Communication
- Kathy Kale and Carey DeAngelis attended a portion of the meeting

**II. Brief Announcements**

- AYL Hiring update: Please make sure that your justifications for hire would pass a federal government audit and fulfill HR requirements (see queries from chairs).
- Classroom scheduling: For classroom requirements and scheduling, chairs may go to the Registrar's Guidelines and get the right room for classes and submit requests for specific classroom needs. Paulo Posadas handles requests.
- Please send Associate Dean Greg Corning your comments and feedback on "Preview Day", via email.
- In order to facilitate better communication with Faculty and Staff, the council of chairs agenda and a summary of the meeting will be posted on the College's webpage, which, if you are reading this, you probably already know.
- Annual "Thank you" for chairs is on June 5<sup>th</sup> at 7:00, the play "Twelfth Night" beginning at 8:00.
- Tenure Track: Approvals for tenure track hire will be forthcoming in the next day or two and an email should go out soon.

Note: We are close to filling the Freshman class and have gone to the waitlist. We have a very strong academic profile for the new first year students.

### III. Queries from Chairs

- Why do we need to have more detailed justification for AYL hires?

The Provost's office RAFF (Recommendation for Appointment to Faculty) states the following for justification:

"Departmental recommendation describing the specific role of the candidate in the Department, assessing the potential of the candidate in terms of teaching, scholarly activities, and service."

The expectation is that each chair should conduct the hire with due diligence and that they should justify each hire to ensure compliance with federal and local guidelines (Debbie Hirsch). Justifications should include the department's pool of candidates, how many CVs were received, how many were actually interviewed, and noting what set this candidate apart from the others.

- What are the college's thoughts about on-line courses?

Advantages and disadvantages were discussed briefly. Attractiveness to students and space issues were mentioned, with potential pedagogical issues as well, especially to the nature of online versus classroom discussion. Faculty who might be interested in developing online courses are encouraged to discuss appropriateness of online courses in their area and department.

- Online evaluations – are they moving forward? Yes, they are. Task force and the Provost's office decided to move the start of online evaluation from Fall 2008 to Spring 2009.

Issues on faculty buy-in and problems with the communication of the plan to the faculty were discussed. The Dean's staff confirmed that individual departments' narrative evaluations will continue to be administered in their current form (i.e., not online unless that

is the current practice in a department). Chad Raphael (Communication) advised faculty to pay close attention to the differences (i.e., response rate, number and length of comments, etc.), if any, they encounter in the evaluations, especially in courses the faculty member has taught previously.

#### **IV. Discussion Items**

1. Kathy Kale and Carey DeAngelis, SCU Alumni Association. Presentation of proposed new policy for email sent to alumni. Feedback sought.
  - Logistics will be forthcoming for the roll out plan for an alumni database of email addresses and other information. If departments have any updates or input, please send to Kathy or Carey so that the database can be as updated as possible. New policies regarding limits to departmental email to alumni have been proposed. For specific departments or programs the Alumni Association can add codes to their database to facilitate certain mailings and distributions. Please communicate your thoughts, concerns and additions to the Alumni Association.
  
2. Kathy Kale, SCU Alumni Association. Plans for Grand Reunion event in October, 2009. How can we help and how can we benefit from this new format?
  - By providing access to the new list and having the department chairs review them for accuracy, additions and modifications if necessary.
  
3. Kathleen Schneider, Dean's Office. Operating Budgets for 2009-2010 will be reduced for all departments and programs and the dean's office because of the financial crisis facing the University. How can we live within our means?

The Council of Chairs has developed budget allocation criteria over the years, which seem to be working, though there is less money available next year. In accordance with these criteria, funding for laboratory expenses and professional development will be maintained.

- If you have new curriculum that impacts specific lab requirements, please discuss them with Kathleen Schneider no later than February or March. Those that weren't aware of this timeframe this year, please contact Kathleen.

## **V. Adjournment**

Next Meeting: Wednesday, May 20, 2009