

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

Wednesday, October 7, 2009

3:30-5:00 PM

Wiegand Conference Room, Arts and Sciences Building

**I. Announcements**

- The university has approved a minor in Latin American Studies
- Kathleen is finishing work on summer rebates
- Open House will be on Sunday the 11<sup>th</sup> of October. Over 19,000 RSVPs have been submitted.
- Scholars' Reception will be held on Tuesday the 17<sup>th</sup> of November. The deadline to RSVP is this Friday.
- Debbie Hirsch from Affirmative Action will appear at the next meeting to discuss QPT and AYL hiring.

**II. Purchasing from Chairs**

Ed Merryman gave a PowerPoint presentation describing use of the new online approval system.

**III. Queries from Chairs**

- Why has the Open House dropped meetings with individual departments? Can these be resurrected?

Please send detailed concerns to Greg Corning and he will share with Enrollment Management.

- How should faculty be evaluated when the short-term future of merit increases is uncertain?

The Dean's Office is waiting for another year to see if merit increases will be re-established. If there won't be any this coming year, the Dean's Office will implement a solution to ensure previous achievements are considered when making merit increase decision.

- How does the College handle volunteers?

Chairs are asked to ensure guest speakers are appropriately supervised when in the classroom. The Dean's Office will work with the appropriate university offices to help inform continued discussion.

- Is authoring a textbook considered valid scholarship?

This is a department-level discussion. Please remember the current protocols state a "3" as appropriate for work in progress. Chairs may ask colleagues to see chapters.

#### **IV. Revisions to College Protocols**

- Kathleen will send these out via email. All comment should be returned to Kathleen.

#### **V. Program Review Materials and Assessment Materials**

- The College web sites providing program review and assessment materials now requires a GroupWise login.
- WASC will be here in 2 weeks and will take up the first 45 minutes at the next meeting of chairs.
- Let Josef Hellebrandt know, via email, if any information is missing or needs to be updated.
- Feedback to departments about assessment will come from the Office of Assessment. The Assessment Office will also provide information on how to do alignment matrices.

Next Meeting: Wednesday, October 21, 2009, 3:30 – 5 pm