

Santa Clara University
COLLEGE OF ARTS AND SCIENCES
COUNCIL OF CHAIRS

Wednesday, May 20, 2009
3:30-5:00 PM

Wiegand Conference Room, Arts and Sciences Building

MEETING AGENDA

I. Welcome – Week 28

- Theodore Rynes, S.J., sat in for John Hawley representing the Department of English
- Atom is out of town for an external review.

II. Brief Announcements

- Update on summer session: There has been a 4% increase in student summer enrollment overall. Twenty-five out of twenty-six on-line classes are at capacity. CAS has reduced expenses by posting the summer bulletin online (without printing hard copies).
- Performance evaluations are due soon for staff. Chairs should contact Rafael Ulate if they have questions about this process.
- Emergency preparedness – Make sure your department's "phone trees" are accurate, and review/update them each quarter. Encourage faculty and staff to sign up for Connect-Ed if they haven't already done so.
- The CCIT asked chairs to remember that all new Core 2009 courses must be taught from approved syllabi.
- Changes in topics (in Critical Thinking & Writing or Cultures & Ideas must be approved by the FCC before being scheduled.

III. Queries from Chairs

- Electronic Evaluations: A general email message to students detailing the online evaluation process is to go out soon. Chairs are asked to remind their faculty that the best way to get a good response rate is to have faculty discuss with their classes the importance of evaluations. Also, they should remind students to expect separate email messages for *each* course evaluation.

- It was asked if there is a method to develop online narrative evaluations. In addition to the SALG instrument, some departments have developed their own online narrative evaluations through the university CommonsSpot software. The guidelines and how-to's for this may be found at: <http://www.scu.edu/webpublishing/survey/> .
- Next year's class: The Dean's office was told that an email message from the Provost's office detailing the size and composition of next year's class is expected to be sent soon.
- Phone campaign effectiveness and results: Chair's requested that the effectiveness of the phone campaign be assessed. Did it help? If it were repeated, is there a way for it to work better?

IV. Discussion Items

1. Preview Days – Greg Corning. The merits of several options for organizing Preview Days were discussed, including keeping the morning and afternoon structure unchanged, having all departments at the Resource Fair in the afternoon, or perhaps having only some departments represented in the morning sessions, and other departments participating only in the afternoon.
2. Library Space Access – Steve Lee. Most space in the Information Commons may not be assigned for classes, though there is a room maintained by media services that may be used for courses that have intensive technology needs, and also a "faculty experimentation room" for faculty to try out new technology and pedagogies. The discussion among chairs also led to the issue of classroom technology across the campus, and Father Soukup, on the Technology Steering Committee, described the committee's campus plan to upgrade technology in classrooms, and encouraged faculty to make suggestions to the Technology Steering Committee for specific technological needs for their classes or for individual classrooms.
3. Chair Items – Glenn Appleby and Kathleen Schneider.
 - (a) Reflections on the past year: what worked and what did not work this year.
 - Communication has been improved by posting the summary of the Council of Chairs meetings on the website.

- It was suggested that perhaps the Provost might attend Council of Chairs meetings regularly (Monthly? Quarterly?)
- Policy clarification on QPT & AYL hiring: The dean's office will follow up with HR to see if we can strike an appropriate balance between meeting the requirements of the government and HR while maintaining continuity of our faculty and not overburdening departments with the hiring of QPT and AYL faculty.
- Timing of AYL searches: While last year's searches were conducted in February, this year the process began much later. It was asked that more be done to communicate to the Provost's office the seasonal requirements of hiring in an academic, as opposed to a business environment.
- It was also asked that the Dean's office serve as an advocate in the discussion of the "3-tier" salary structure in the College. While the responsibility to discuss and change the salary structure belongs to Faculty Affairs Committee, a chair asked the dean's office act as an advocate before that faculty body. Simply allowing the faculty governance process to handle it has led to some frustration among some faculty.
- It was suggested that perhaps Chairs might send queries, in advance of the Council of Chairs meeting, so that some questions could be answered earlier, and reduce the time of the meeting. This might allow us to restructure the meetings to be an hour long instead of ninety minutes.

(b) What topics would be helpful for chairs to cover at the fall chairs retreat?

- It was suggested that new chairs be assigned mentors (other chairs with greater experience).
- The format of this year's chair's retreat was a good one: One day, and local.
- It was suggested that new chairs be educated in maintaining the Academic Year Plan and budgets in the New Chair's Orientation, in individual meetings with their Associate Dean, or both. In particular, the "nuts and bolts" should still be addressed.
- Bill Sundstrom's offer to present a session on a "Chair's Toolkit" for helping faculty maintain a work/life balance was discussed, and many felt it would be an opportunity for chairs to be better educated in how to support their faculty.

V. Adjournment

Next Meeting: Wednesday, June 3, 2009 (final meeting of the year)