

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

Wednesday, December 1, 2010  
3:30-4:50 PM

Wiegand Conference Room, Arts and Sciences Building

**MEETING AGENDA**

**I. Predictors of Early Graduation – Suzanne Dancer, Assistant Provost, and Monica Augustin, University Registrar (20 minutes)**

- Purpose of Study
  - a) Better understand overloading and its prevalence
  - b) Understand how overloading relates to overloading policy, student's academic level
- Looked at '04, '05, '06 cohorts, all freshmen undergrads for all schools
- Database was created to count the number of terms students enrolled for
- "On-time" graduation = student completed all requirements in 12 quarters
  - a) Did not count summer quarters
  - b) Non-continuous enrollment okay
- Results
  - a) Approximately 20 percent of cohort graduated early
- Reasons for Early Graduation
  - a) Transfer credit (non-AP)
  - b) Student only takes required courses
  - c) Summer School
- Non-Contributors to Early Graduation
  - a) Overload (21+ units per quarter)
  - b) AP Credit

**II. Task Force Progress Reports (30 minutes)**

- a) Staff Merit Raises – Janet Flammang and Judy Gillette (minutes are posted at <http://www.scu.edu/cas/taskforce/> )
  - Gross disparity in communication between department chair and AA
  - Not looking at other universities' process, believe that SCU's current process can be used if implemented correctly
  - One issue found is that evaluations are being completed quickly approximately two weeks prior to the due date.
  - Committee feels that staff job descriptions should be updated yearly; staff should be part of the process and accountable; find a way to make the process meaningful and do-able

- Suggest that a mid-term review be conducted for staff, develop a three-way communication with the supervisor, staff member, and Dean's Office.
- Chair Comments:
  - a) Thought that the problem was with the Dean's Office role in the process, now sounds like the problem is with the staff member and the chair
    - Answer: Chair needs to be notified when other units ask their staff to complete a task—the supervisor never knows that their AA was asked to complete another task. Staff do not know what they are being assessed for.
- Next Steps:
  - a) Look at the role of the Dean's Office

b) Evaluation Descriptors for Lecturers – Steve Lee

- Have met twice
- Currently working on finalizing language for all the descriptors for teaching, professional activity and service
- Should have draft for the C of C to review in January 2011

a) Course Evaluation Questions – Greg Corning

- At September Retreat, the chairs reviewed the current SCU questions and questions used at other institutions.
- Common findings
  - a) We should eliminate questions that ask about “critical evaluation,” “independent thinking,” and those that ask whether the instructor “appears knowledgeable” or “appears to enjoy teaching.”
  - b) Revised questions should number no more than 10-12
  - c) Some found value found in the model that splits questions between the course and the professor
- Next Step: Chairs to look at handout over holiday break and report feedback at first Council of Chairs meeting in January.

**III. Summer Session Rebate Plan (30 minutes) – Kathleen Schneider**

Please tell Kathleen your choice of (see handout from 11/17/2010 meeting):

Option #1 - 100% of rebate goes into FY2011 Fund 11001

or

Option #2 - first \$3,000 into dean's grant, remainder into College reserve fund

BY FRIDAY, DECEMBER 3, 2010.

- Above options are due to the new Consolidated Operating Budget, which limits how refunds can be returned to departments.
- Choose the option that best fits your department
- This option only pertains to the Summer 2010 refunds that were promised. Next year another more sustainable plan will be in place.

#### **IV. Adjournment**

Next Meeting: Wednesday, January 5, 2011