

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

Wednesday, June 1, 2011  
3:30-4:50 PM

Wiegand Conference Room, Arts and Sciences Building

**MEETING AGENDA**

- I. Osgood T. Schmalkoff Award 2011 – 20<sup>th</sup> Anniversary
  - a. The Schmalkoff award is presented each year to the chair who showed “Heroic good humor in the face of unparalleled adversity”
  - b. Recipients
    - i. Simone Billings, Department of English
    - ii. Helen Moritz, Department of English
  
- II. Chair & Program Director Appreciation Awards for Outgoing Chairs
  - a. Before presenting each chair/program director with a plaque, Atom spoke about their individual accomplishments as chair/program director.
    - i. Simone Billings, Department of English
    - ii. Janice Edgerly-Rooks, Department of Biology
    - iii. Leslie Gray, Environmental Studies Institute
    - iv. Linda Garber, Women’s and Gender Studies Program
    - v. Laura Nichols, Department of Sociology
    - vi. Barbara Molony, Department of History
    - vii. Helen Moritz, Department of English
  
- III. Appreciation Plaque for Outgoing Associate Dean, Greg Corning
  - a. Greg Corning served as associated dean from 2005-2011
  - b. Atom commended Greg for his outstanding work and service to the College and University over the last six years before presenting Greg with a plaque.
  
- IV. Reminders
  - a. New Chairs’ Orientation - Sept. 7, 2011
  - b. Chairs’ Retreat - Sept. 8, 2011
  - c. Department Rank and Tenure Meeting - September 9, 2011
  
- V. Suggestions for the Chairs’ Retreat
  - a. Staff Merit Raise (Janet Flammang and Judy Gillette)
    - i. First level supervisor’s have more to do
    - ii. Will invite all first level supervisors to this portion of the chair’s meeting
  - b. “Chair Relief” -- Discuss how chairs can ease their workload by delegating certain tasks/responsibilities to the department administrative assistant.
  - c. Confidentiality protocols for student assistants – what can students see/not see?
  - d. New Provost and his vision
  - e. Strategic Plan implementation
    - i. Clear direction for strategic plan alignment
  - f. Review the process for Faculty Appeal of Numeric Evaluation
  - g. Discuss ways to find more collaboration between departments

- i. Activities, Speakers, Seminars, Conference, etc.
- h. Scheduling problems as a result of the new budget process
- i. Discuss CORE (classrooms, course offerings, how to know what to offer, etc.)
- j. Fund raising, gift funds, department newsletters
- k. Faculty evaluation process pertaining to the new faculty appointment model. Also, how to effectively evaluation teaching.
- l. Invite central administrators to meeting to educate them on how things work in the department and vice versa.
- m. Additional suggestions should be sent to the Dean's Office

## VI. Announcements

### a. Task Force Updates

#### i. Staff Salary and Merit Raise Task Force

- 1. Task Force completed its work
- 2. Recommendations were made, discussed with staff and many groups on campus, and changes were implemented

#### ii. Course Evaluation Revisions Task Force

- 1. Task Force appointed at the 2010-2011 Chairs' Retreat
- 2. During Spring quarter the gender bias issue was raised. Provost Dodson announced he would appoint a campus-wide task force to review gender bias in student evaluations of teaching. Atom reported that after Provost Dodson consulted widely with various groups on campus he decided not to appoint a task force on gender bias in student evaluation of teaching but will instead appoint a task force to look at the broader topic of evaluation of teaching. Atom added that the new provost, Dennis Jacobs, has experience from his previous position at the University of Notre Dame in examining gender bias in student evaluations of teaching. At the April 6 Council of Chairs meeting, a sub-task force was formed to look at the body of literature on gender bias in course evaluations. This sub-task force would report back to the task force on revision of course evaluation questions. Since a campus-wide task force is being appointed by the Provost that would subsume the work of these two College task forces, Atom decommissioned the task forces on revision of course evaluation questions and examination of literature on gender bias in course evaluations. He asked that these task forces forward their findings and information to the Provost's task force.

#### iii. Evaluation Descriptors for Lecturers Task Force

- 1. The task force is very close to finishing its work.

### b. Upcoming Important Events and Dates

- i. Don Dodson's Retirement Reception – Friday, June 3<sup>rd</sup>
- ii. Graduate School Commencement – June 10<sup>th</sup>, 7:30 PM in Leavey Center
  - 1. Commencement Speaker is Sharon Kugler, class of 1981 (Math & CS). Not only is she the first female chaplain at Yale, but she is also the first lay chaplain, and first Catholic chaplain at Yale.
- iii. Undergraduate Commencement – June 11<sup>th</sup>
  - 1. Khaled Hosseini, class of 1988 (biology). Khaled is the author of international best selling book, *The Kite Runner*, and *A Thousand Splendid Suns*. He will be receive an honorary degree for his humanitarian efforts (in 2006 he was named a goodwill envoy to UNHCR, the United Nations Refugee Agency, and has been working to provide humanitarian assistance in Afghanistan through The Khaled Hosseini Foundation.) Bill Eisinger will be introducing him at commencement.

- c. ROTC will be commissioning several seniors after the graduation ceremony. LTC Tao invited all chairs to attend the event at the Adobe Lodge at 2pm.
- d. Russian Symphony Concert at the Mission Church on Friday, June 3
- e. Rank & Tenure Reminders
  - i. Friday, June 3 – Candidate provides dean and department chair/program director with names of at least two off-campus referees, names of persons not to be contacted, works to be evaluated, and professional CV, as described in *Guidelines and Requirements for Candidates*.
  - ii. Friday, June 10 - College or school Rank and Tenure Committee may begin soliciting outside evaluations from referees it has identified.