

Santa Clara University
COLLEGE OF ARTS AND SCIENCES
COUNCIL OF CHAIRS

Wednesday, January 18, 2012

3:30-5:00 PM

Wiegand Conference Room, Arts and Sciences Building

MEETING AGENDA

I. Announcements

- Classrooms and Class Scheduling Task Force making a presentation next month to Faculty Senate Committee. In early March they will release data they have collected and their recommendations.
- Kathleen Schneider mentioned that, as a result of task force work, six classrooms not being fully utilized by graduate programs were found and put into circulation this quarter.

II. College awards process – Barb Fraser

- Background
 - With arrival of a new President and Provost (both who came from institutions who host university honors convocations), there is desire to investigate possibility of reviving University Honors Convocation.
 - SCU Honors Convocation, although well-attended by students and parents, ended because took place at time of year when too many other things were also scheduled.
 - Upon elimination of University honors convocation, School of Engineering and Leavey School of Business created own convocation events.
 - In College of Arts and Sciences, departments host individual student awards ceremonies.
- Barb had sent out e-mail to department chairs to solicit feedback on possible revival.
 - 9 departments and 11 faculty responded. They all host individual department events and want to continue them.
 - 10 out of 11 faculty did not care if SCU revived Honors Convocation, but did prefer the small departmental events.
- Chairs discussion:
 - In the past when SCU held University Honors Convocation, some would host departmental events and recognize the students. The physical award would be given at the Convocation.
 - There was mention that university deadlines to select awards for Convocation were too early.
 - Convocation is really an event for students and parents, so it needs to be held when parents are here.

III. Academic Year Planning – Kathleen Schneider

- Kathleen handed out initial draft outlining staffing for next academic year and flowchart reflecting faculty composition from 2010-11 through 2012-13.
 - This data was provided in response to request for “dashboard data.” The draft outlining staffing will change over next few months.
 - We are starting this process two weeks earlier in response to feedback and have emphasized with Provost the need to get budget approved earlier.
 - Kathleen will send out individual department drafts on Friday, January 20 and asked Chairs to notify respective Associate Deans about any concerns or upcoming course releases so we are aware.
- Kathleen discussed different trends reflected in planning documents over past three years.
 - There are ninety-nine more sections planned (approximately 40 additional sections for Critical Thinking and Writing, 30 more for Cultures and Ideas, 18 classes to assist Bioengineering).
 - As we implement new Faculty Handbook plan, more sections are being taught by tenured/tenure-track faculty, senior lecturers, and lecturers; less courses being taught by AYALs and QPTs.
 - AYALs will only be covering course releases and sabbaticals, not persistent programmatic needs.
 - Old core courses were eliminated from the 2012-2013 plan.

IV. Review Chairs’ topics list and ideas for future meetings – Atom Yee

- Atom reviewed topics list put together by Chairs at last Chairs’ Retreat to determine where we stand with that. Please see complete topics list following the minutes.
 - As of today we have addressed the following topics: fundraising (with talk by Marie Brancati), integration of JST within SCU (with talk by Gary Macy), earlier approval of the budget (have made request to Provost), request for dashboard data.
 - Task Force on Classrooms and Class Scheduling have come already to a meeting and will be releasing data and making recommendations in March and will present at one of our meetings.
 - Undergraduate Admission and Financial Aid have talking points that can be provided to those interested in advice concerning student recruitment, especially the cost of an SCU education.
 - The remaining topics will be addressed at later meetings.
- Chairs brought up new agenda ideas.
 - There was a suggestion to discuss concerns with food service on campus (currently cost-prohibitive) so it would be easier to abide by the rules they have established.

V. Queries from Chairs

- Classroom changes in first week of the quarter:
 - Several departments shared problems they encountered.
 - The Dean's Office promised to follow up with Office of the Registrar regarding this issue.
- Oversubscribed class time slots: How will this issue be handled?
 - Kathleen Schneider stated that it won't happen until after full-year schedules are submitted in mid-March. The exact is unknown as we rely on the Registrar to combine the information received by all departments on campus.
 - Dean's Office said top priority is given to departments that meet University guidelines on scheduling.
- AYAL Hiring: Why must we wait until spring to hire AYALs?
 - Kathleen Schneider answered that our hands are tied due to current budget approval timeline.
- Inquiry was made as to whether anyone knows what will happen with Varsi Hall after Enrollment Services moves this summer. Rafael Ulate says that this is unknown at this point.
- Notices faculty receive outlining different students opportunities (i.e. conferences, internships, jobs): How does one know which ones are legitimate to recommend?
 - The suggestion was offered to briefly vet these offers and then post those deemed appropriate on their department website.

VI. Adjournment

Chairs' Agenda Items 2011-2012

1. **Task Force on Classrooms and Class Scheduling:** We request that representatives of the Task Force attend a Council of Chairs meeting early in fall quarter to give an update on their mandate, their work to date, and to seek input from Chairs.
2. **Faculty office/lab space:** If this is not within the mandate of the Task Force on Classrooms, can we discuss who will examine the growing need for office space and how it can be met in the short term and long term?
3. **Gift funds:** We need a discussion about how these should be managed in the present environment. What are the options for replenishing Gift Funds now that Excellence Funds are no longer available? How much should be kept in reserve?
4. **Lecturers:** Do we need to look at other ways of incorporating renewable-term Lecturers more fully into the life of the University? For example, do we need to provide more support for their professional development by rethinking existing priorities for allocating internal grants for research and teaching to tenure-stream faculty members first and foremost? Can we integrate Lecturers more fully into the culture of Santa Clara in symbolic but meaningful ways (e.g., inviting them to the annual Faculty Recognition Dinner)?
5. **Fund raising:** As more fund raising responsibilities devolve to the College, the Dean's Office and Chairs need to think strategically about how to raise money, including researching successful efforts at the College and Departmental level at other universities, giving appropriate training to Chairs and select faculty on how to raise money effectively and efficiently, and establishing clear lines of communication among the Dean's Office, Provost's Office, and Development Office that allow us to coordinate efforts and initiate them in a timely manner.
6. **Budget:** Departments will be able to hire better non-tenure track faculty members if the annual budget is approved earlier in the year, which would allow us to conduct earlier and more thorough searches.
7. **Evaluation of Dean's Office:** It would be helpful to have more clarity about the confidentiality of the online evaluations, whether the results are shared with the Provost's Office, and if so, in what form (raw responses or edited?) It would be useful to discuss whether a faculty committee might have input into the questions and/or administer the survey.
8. **Communicating University/College Initiatives:** Can these be communicated earlier, especially to interested departments? For example, some Chairs of Arts departments were surprised to hear at the Chair's Retreat that the coming year had been declared the "Year of the Arts."
9. **Integration of JST within SCU:** Can we have a brief discussion about the opportunities for collaboration that are available to us?
10. **Student recruitment:** Some departments could use advice on how to assist in student recruitment, especially answering questions about the cost of an SCU education. We could all use some more information about what factors are most important to students and their families in choosing SCU over other universities. It would be helpful to know who are the exceptional students who have been offered

- significant financial aid (President's and Provost's Scholarships) so we can recruit them more effectively.
11. **Goals for students:** How can we foster discussion among the faculty about our hopes for the transformation of students from freshman year to graduation? Can this be an ongoing process, rather than something that only happens during Program Review? Do we have any feedback from students who have graduated in recent years that would inform how we need to prepare them to enter today's economy?
 12. **Managing department files:** Can we review guidelines for how, and how long, departments should retain sensitive documents (personnel files, evaluations, and the like), in part to ensure that new Chairs have access to them? (Some departments appear to need a reminder about what issues should not be discussed over email.)
 13. **Dashboard data:** For planning purposes, it would help Chairs to receive data on enrollment (numbers of new students, total faculty, etc.) at the start of the year.