November 10, 2017

TO: A&S Department Chairs

FROM: Leonidas G. Bachas, Dean

SUBJECT: AGENDA for Department Chairs' Meeting

Wednesday, November 15, 2017 at 1:30 p.m.
Location: McArthur Engineering Building, MEA 202 Room
(College of Engineering) -- 1251 Memorial Drive

1. Approval of the Minutes of the October 18, 2017 Meeting

2. Visit by the Dean of Students, Dr. Ryan Holmes, and Dr. Rene Monteagudo, Director of the Counseling Center

3. Update on SACS

4. Budget Presentation by Andreina Zambrano, Executive Director, and Raul Garcia, Sr. Manager of Finance

5. Preliminary Budget Update

6. Dean's Remarks

7. Other Business

LGB/rkg
DATE: October 25, 2017

TO: A&S Department Chairs

FROM: Leonidas G. Bachas, Dean

SUBJECT: MINUTES for Department Chairs’ Meeting

Wednesday, October 18, 2017 at 1:30 p.m. – Physics Library
3rd Floor of the Knight Physics Building

1. Approval of the Minutes of the September 27, 2017 Meeting
   A motion to approve the minutes of Wednesday, September 27, 2017, Department Chairs and Program Directors’ meeting was offered, seconded, and unanimously approved.

2. Dean’s Remarks
   Dean Bachas gave a quick update on the Bacardi Chair that Professor Jaime Suchlicki held. It was noted that the new director of ICCAS could be the new Bacardi Chair. At this time, we cannot predict where the Chair appointment will reside, since this is an interdisciplinary position. A search committee has not been formed yet.

   Dean Bachas indicated that there may be some changes in how the Center for Computational Science (CCS) is being funded. Currently, the Center is centrally supported by the Provost and the Medical School. The Medical School is proposing to get out of the agreement. If this change happens, units will be charged fees for service provided by CCS.

   Gylla Lucky asked Chairs to advise their schedulers to not change classes after they have been assigned rooms. Any changes will wipe out their classroom allocations. She asked to please send all requests for changes to her.

   Dean Bachas informed the Chairs that the College will be hosting a Presidential Distinguished Scholar lecture on Wednesday, November 15th at the Nursing School, and to encourage their faculty to attend.

3. Budget
   Dean Bachas noted some changes that will occur in the budget system. There is possibility that there could be a cap on how much money a school/college can spend from its budget reserves. He noted that funds for operating budget, promotion, new positions, etc., will need to be requested as part of the annual budget request submitted to the Provost. He
asked Chairs to be proactive in estimating their budget. The Dean’s Office has not received the budget guidelines yet. More information will be shared with the Chairs as Dean Bachas has requested a presentation by the Budget Office to the Chairs and Program Directors in the near future. Dawn Reynolds noted that start-up funds will also be scrutinized.

Senior Associate Dean Kaifer gave an update on ULink proposals received by the College. Out of forty proposals, 18 were approved to submit their full proposal. Dean Kaifer also noted that a faculty committee has been formed to review proposals for the Provost’s Research Awards. As per the instructions of this competition, the College will send forward to the Provost’s Office 50% of the proposals submitted.

4. Faculty Evaluation Form (update)
Senior Associate Dean Daniel Pals noted some changes that are being made in the language of the faculty evaluation summary of activities form. He shared a one-page document with the Chairs to view the actual changes made. Dean Pals asked the Chairs to please use the new summary of activities form and also to encourage their faculty to do the same. The new form will be posted on the College website.

5. Update on Promotion & Tenure Reviews
Dean Bachas informed the Chairs that a dozen files have been submitted for promotion and tenure reviews. The P&T Committee will start reviewing them soon.

6. Online Courses
During Provost Duerk’s visit to the Chairs last September, he mentioned the possibility of offering more online courses. Dean Bachas is seeking input from the Chairs on how to address this and encouraged them to discuss possible online offerings with their faculty. It would be up to the departments on how they would like to handle online courses; i.e., how many classes they would like to offer, and how would these classes count towards the majors. Some departments, in particular the Philosophy Department would like to offer online courses, but noted that the current tool “Blackboard” is not the best venue. Some other departments, such as Physics, would like to start offering online summer courses. In general, it was suggested that UM put serious thoughts about acquiring a good platform to offer online courses. It was also suggested that DCIE might need to get involved. This topic of online courses will be revisited.

7. Evaluation of international transcripts in graduate education
Senior Associate Dean Angel Kaifer gave an update on evaluation of international graduate transcripts. The University will be using an outside vendor to review applications which will cost $100 per application. The Graduate School has increased the graduate application fee from $65 to $85. The College will receive the difference of $20. For PhD applicants each department will receive an allocation on the maximum number of evaluations that will be covered by the College. This allocation will be determined after discussion between the DGS and Senior Associate Dean Kaifer. For Masters’ Degree applications, the College will
advance these fees, but eventually the programs will pay for them from their graduate tuition revenues. Chairs were asked to be practical about their applicants and to evaluate them prior to submitting them for external evaluation.

Maggie Perttierra gave an update on the new immigration process for a green card that has been implemented as of March 6, 2017, which now requires an interview process of both the applicant and their families. Children 21 and under will be interviewed, and children 14 and under could be as well at the discretion of INS. This process will now be a 12-18 month process. The applicant can bring their own legal counsel if they like.

9. College Webpage
Luis Vidal and Samer Zafar gave an update on the new design templates for the College’s webpage. Five of 12 schools/colleges have already migrated to the new Content Management System “Cascade”, and are hoping to have the rest migrated over by the end of the spring semester. Due to the size of the College, it will take time to have all departments onto Cascade. Samer indicated that she will be assisting the programs and departments in creating a timeline to ensure that the transition from the current system to the new Cascade system is as smooth as possible.

10. Other Business
Cooper Fellow lecture by Dr. Gregory Galloway will be on Wednesday, November 8th at 3:30 p.m. at the Lowe Art Museum.

The meeting adjourned at 3:08 p.m.