DATE: October 3, 2017

TO: A&S Department Chairs and Program Directors

FROM: Leonidas G. Bachas
       Dean

SUBJECT: MINUTES of Department Chairs and Program Directors’ Meeting
           Wednesday, September 27, 2017 at 1:30 p.m. – Physics Library, 3rd Floor of
           the Knight Physics Building

1. Approval of the Minutes of the April 26, 2017 Department Chairs’ Meeting
   A motion to approve the minutes of Wednesday, April 26, 2017 Department Chairs’ meeting
   was offered, seconded, and unanimously approved.

2. Provost Jeffrey Duerk
   Dean Bachas thanked the Chairs for all their help in the recovery following the hurricane and
   asked to introduce themselves.

   He welcomed and thanked Provost Jeffrey Duerk for accepting his offer to meet the Department
   Chairs and Program Directors, and to talk about his vision for the University and the College.
   Provost Duerk thanked Dean Bachas and all those present for the invitation. He explained what
   attracted him to UM. He saw the potential and opportunity to have an impact at the U. The
   Provost is a Biomedical Engineer. He gave a statistic on the damages suffered by the
   University during the hurricane; some buildings were flooded, the University lost a lot of trees,
   damage to the sewer system, etc. About 4 million pounds of debris had to be removed from
   campus prior to reopening. He explained that we are still in recovery mode. Thankfully, all
   students were evacuated in time. Provost Duerk noted that he believes in pedagogy and the
   need to measure what student learned. He talked about his experience with online learning,
   which he supports. The Provost expressed his desire to learn more from the Chairs and open
   the floor to questions.

   Professor Otavio Bueno asked about the Provost’s vision for online education within
   majors/minors. Provost Duerk said that he is interested in exploring opportunities for faculty and
   students and mentioned Blackboard as a vehicle already available to start exploration.

   Professor Joanna Johnson asked about the Provost Research Awards and ULink, and that
   lecturers are not eligible to apply for the Provost Research Awards. Provost Duerk noted that
   this eligibility requirement might change in the future. He encouraged interdisciplinary research
   through ULink. He explained the new process in the selection of the Provost Research Awards,
   where the school/college is to determine through a selection process which applications to
   forward to compete at the University level.
Professor Merike Blofield asked Provost Duerk about his opinion on academic freedom and explained an experience and some issues she confronted last year when she was reserving a space for a "Women in Politics" event. Provost Duerk believes that concerns about space reservation should not go through his office, unless they may require some type of security measures.

Professor Tomas Lopez asked about the impact of the perceived focus on STEM, and how that could be problematic in recruiting faculty in the Arts and the Humanities. The Provost noted that he would like the Deans to have more influence in the process, and Deans to have input in the Capital Campaign. He also mentioned that the Center for the Humanities is an important entity for our endowment. He spoke of the President’s 100 talents, which will be allocated across the units. Professor Joshua Cohn noted that the Provost Research Awards are used in the departments as recruiting tool.

Professor William Pestle spoke about a possible program that other UM faculty members, including himself, have been discussing to assist the faculty and students in Puerto Rico and the Caribbean, who were affected by hurricane Maria. He noted that in 2005, UM opened its doors to those in Louisiana, who were impacted by hurricane Katrina. Provost Duerk stated that the University is looking into ways to help not only the affected areas by hurricane Maria, but also those effected by hurricane Harvey in Texas. He, however, noted that housing will be a challenge, because UM has no rooms available. It might be easier to bring faculty to campus than students.

Professor Phil McCabe asked about indirect costs and the distribution difference between campuses. Provost Duerk spoked of his previous experience at another institution in that he received the indirect cost but had to pay for everything. He does not oppose to departments receiving the indirect cost but they need to know that if happens they need to pay for all expenses of running a department.

Professor Daniel Pals asked about the Provost’s role in the University Endowment Management. Provost Duerk said that task is the responsibility of the Board of Trustees and the Treasurer’s Office.

The Provost was also asked about his role in promotion and tenure. He noted that promotion and tenure should be considered a milestone in the career of a faculty member. It is more about a career trajectory and threshold to be met.

3. Dean’s Remarks
Dean Bachas thanked Provost Duerk for his visit. The Provost and the President will be invited in the Spring to meet with the faculty. He thanked the Chairs for attending the fundraising training on August 30th. He reminded Chairs and Directors to report any student who has not showed up for classes after hurricane Irma. He explained that it is up to the faculty to decide how they want to proceed with what assessments they use to assign grades this semester, because there will be no final exams. Fall recess has been cancelled, so that students can make up hours lost during the hurricane.

Senior Associate Dean Stampino thanked those who sent her the syllabi she requested – examples that show how they make up the lost time due to the hurricane. She also thanked them for their feedback on the faculty/course evaluation.
Dean Bachas encouraged faculty to apply for the hurricane Irma call for proposals. Dean Bachas informed the Chairs of the increases in graduate stipends, which should have started with the October paycheck. Senior Associate Dean Kaifer explained that former Provost LeBlanc, prior to his leaving, had approved an increase of $1500 this year for TA funding. Dean Kaifer also noted the increase from $65 to $85 to pay for graduate school applications. The College will receive about $17.50 per application to use for evaluation of transcripts. Departments will pay for evaluation of transcripts for master’s programs out of tuition recovery funds. With this agreement, departments need to screen application first before forwarding to GSA. Dean Kaifer plans to talk to the Graduate Directors about this in more detail.

Dean Bachas noted the importance of student evaluations in relation to faculty salary increases. Student evaluations will be taken into consideration when allocating salary increases. Regarding Workday Finance, the Dean encourage the Chairs to share with Dawn Reynolds any problem/issue with this new system.

4. ULink and Provost’s Research Awards Selection Process
Dean Bachas gave a brief summary of the new changes to the Provost’s Research Awards as the Provost already answered most of the questions. Senior Associate Dean Kaifer reminded the Chairs and Program Directors of his email to faculty to send their LOI via email to Sr. Administrative Assistant Ana Garcia by October 20th. Dean Kaifer will form a Committee of faculty members to review applications. The Committee will look at different criteria to review applications from the arts and the humanities versus the sciences and social sciences. It was also noted that offer letters will be written to reflect the change in the Provost Research Awards.

5. Budget
Dean Bachas said that Chairs will be asked to provide their budget by December 1st, and that the University has changed the way to prepare the budget. The Dean offered to invite a representative from the University’s Budget Office to give a presentation of the GAAP system to the Chairs.

6. Strategic Planning and Workgroups -- Faculty Retreat postponed for early Spring semester
The faculty retreat scheduled for October 12th is postponed to until the beginning of the Spring semester because of the change in the University calendar due to hurricane Irma. He asked for advice as to when might be a better time to schedule the retreat to talk about the strategic plan of the College. This item will be discussed again at another meeting, since there was no firm commitment for an actual date.

7. Personnel Affairs – by Maggie Perttierra
Ms. Maggie Perttierra
• Item 1: TALK
  o The TALK for Success (performance tool) has been opened for the new fiscal year evaluation since June 1st.
  o There are no email reminders nor messages in Workday’s inbox to prompt you to complete your TALK.
    - Simply go into Workday:
      • Search the employee’s name
      • Go to ‘Actions’
      • Choose ‘Talent’
• Elect ‘Start Performance Review’
  o This tool (TALK) does not close and is open throughout the fiscal year in order for supervisors to conduct their reviews for their staff.
  o There should be three (3) TALK sessions during the fiscal year:
    ▪ 1st review: set goals
    ▪ 2nd review: reviews progress toward goals
    ▪ 3rd review: document how well the employee has done throughout the year with 1st and 2nd TALKs as guide and finalize by May 31st

• Item 2: Changes in the Personal Leaves of Absence Policy
  o Personal leaves are no longer limited to 30 days.
  o An employee can request 90 days for medical and non-medical leaves
  o For example, an employee is granted FMLA for 90 days; at the end of this time they have exhausted their FMLA leave. If the employee needs to continue to be out for medical reasons, they can request and be approved for an additional 90 days of personal medical leave. The department may not necessarily have a say in the approval of these leaves. In short, your employee can be out for a medical reason for up to 6 months with job protection.
  o Requests for non-medical leave is at the supervisor’s discretion. If approved, these provide job protection.
  o Personal leaves may be extended for an additional 90 days.

8. United Way Campaign – by Dr. Stephen Cantrell
Dr. Cantrell thanked all those who have nominated a United Way Ambassador for their departments. An email will be going out to faculty and staff to let them know of their ambassador and ways to contribute to the campaign.

9. Other Business
   Reminders
   • Flipped-Hybrid Courses – Call for Proposals
   • Freshman Seminars – Call for Proposals
   • Pedagogy Workshops – Call for Proposals
   • Effects, Impacts and Influences of Hurricane Irma – Call for Proposals

The meeting adjoined at 3:10 p.m.