

On behalf of Dean Bachas

AGENDA for College Council Meeting  
**Monday, November 11, 2013 at Physics Conference Room**  
This agenda and attachments are posted on the College Website at:  
[www.as.miami.edu/faculty-and-staff/meetings/college-council](http://www.as.miami.edu/faculty-and-staff/meetings/college-council)

12:15 p.m. – Lunch


12:30 p.m. – Call to order and Introduction

1. Approval of the Minutes of the October 7, 2013 Meeting
2. Comments by Professor Richard Williamson, Chair, Faculty Senate
3. Comments and Questions for President Shalala and Provost LeBlanc
4. Approval of the Proposal for an Independent Major (IM)
5. College Policy on Leaves and Supplemental Salary for Fellowships and Scholarships (New Top-Off Policy for Faculty Awards) -- Doug Fuller
6. Faculty Support Policy: Review of Book-Length Manuscripts before Submission – Angel Kaifer
7. Approval of the **DRAFT** Agenda for the College Faculty Meeting of November 19, 2013
  1. Approval of the Minutes of the Special Meeting of the Faculty of October 21, 2013
  2. Visit by President Shalala and Provost LeBlanc
  3. Motion -- Action item
    - Senior Faculty Status Voting Rights
  4. Carnegie Classification in Community Engagement – Professor Robin Bachin
  5. Dean's Remarks
  6. Approval of Proposals – Action Items
    - Approval of the Proposal to Repeal the Requirement for Undergraduate ECS Majors to Complete a Second Major
    - Approval of the Proposal for an Environmental Sustainability Certificate Program
    - Approval of the Proposal for an Independent Major (IM)
  7. Faculty Senate Report – Professor Victor Milenkovic
8. Other Business

LGB/rkg



To: A&S Council Members

From: Leonidas G. Bachas   
Dean

Subject: MINUTES of the College Council Meeting of October 7, 2013  
Physics Conference Room

Date: October 14, 2013

**12:15 Lunch**

**12:30 Call to Order**

**1. Approval of the Minutes of the September 9, 2013 Meeting**

A motion to approve the minutes of the September 9, 2013 was offered, seconded, and unanimously approved.

**2. INS/POL Update**

Dean Bachas referred to a new document that was shared with the faculty of INS/POL following the Faculty Senate's request to provide clarification on some aspect of the previous proposal on the merger. He indicated that after the meeting of the Council he will seek input from faculty of both departments before a final document could be shared with the full faculty for adoption. He also contemplated a request with a motion for the College Council to call a Special Meeting of the College Faculty to address several proposals including the INS/POL document that need the College Faculty approval. The motion to hold a Special Meeting of the College Faculty on October 21, 2013 was offered, seconded and approved.

**3. Approval of the Proposal for an English Minor in Creative Writing – Professor Evelina Galang**

Professor Evelina Galang presented the rationale for an English Minor in Creative Writing. She noted that this is a practice similarly offered at other universities. There will be no additional resources required to provide this program, neither in form of funding nor faculty. This minor is an opportunity offered to all students to take Creative Writing. This minor is similar to the minor in Literature in English. After discussion regarding the sequence of some courses, which Professor Galang clarified, a motion was made and approved to bring this proposal to the Faculty at the October 21<sup>st</sup> special meeting for their action.

4. **Approval of the Proposal for Philosophy of Mathematics Majors and Minors Tracks.**  
At the request of the Philosophy Department, the proposal is withdrawn for consideration at this time.
5. **Approval of the Proposal to Repeal the Requirement for Undergraduate ECS Majors to Complete a Second Major – Professor Gina Maranto**  
Professor Gina Maranto explained the request to repeal the requirement for undergraduate ECS majors to complete a second major in order to keep the rigor of the degree as well as to offer more flexibility to students. She said it will serve students well to have a single major requirement and would be very helpful with retention. Students will be encouraged depending to pursue a second major. The proposal was approved to move forward to the College Faculty for their action.
6. **Approval of the Proposal for an Environmental Sustainability Certificate Program**  
Professor Maranto presented the rationale for this certificate program and explained the curriculum/credits that would be required to obtain the Environmental Sustainability Certificate, and how it worked with the cognates. She noted that this is a student-driven proposal. It was suggested to not only offer this program as a certificate program, but to also create a sustainability minor, which may be appealing and marketable to students. This proposal was approved to go forward to the College Faculty for their action.
7. **Discussion and Approval of a Special Meeting of the College Faculty – Proposed Date: Monday, October 21, 2013 at 3:30 P.M.**  
The proposed date of Monday, October 21, 2013 for a Special Meeting of the College Faculty was approved.
8. **Approval of the Draft Agenda for the Special Meeting of the Faculty:**
  1. Approval of the Minutes of the Faculty Minutes
  2. Motions –Action Items
    - Voting Rights for Educator and Research Faculty
    - Voting Rights for Senior Status Professors
  3. INS/POL Update and Action Item
  4. Approval of Proposals (4-5 proposals) – Action Items
  5. United Way Campaign –Professor Frank Stringfellow
  6. Report of the Committee on Academic Appeals - Athena Sanders, Assistant Dean for Student Academic Services
  7. Faculty Senate Report – Professor Milenkovic
  8. Next College Faculty Meeting, November 19, 2013 at 3:30 p.m.

The Draft Agenda for the Special Meeting of the Faculty of October 21<sup>st</sup> was approved. The Council meeting adjourned at 1:10 p.m.

# **Independent Major for Students in the College of Arts and Sciences**

**Proposal for an  
Independent Major  
for students in the College of Arts and Sciences**

**Introduction and Motivation**

The College of Arts and Sciences at the University of Miami offers almost forty majors and even more minors. Many students pursue their intellectual goals by selecting two or even three majors. For a few students, however, pursuing a major among those we currently offer means abandoning their interests fully or partially. In order to serve the needs of these undergraduates, we propose a new Independent Major (IM), which will allow students to design personalized programs of study consisting of complementary courses and a capstone research/creative project that together reflect both the breadth and depth of their interests.

The IM will allow students to pursue a BA or a BS degree in the College, depending on the field of study and in consultation with the Guidance Committee; students will fulfill all requirements for such degrees. Because of the structured nature of this new major, it is not the same as the existing BLA degree, which is in fact rich with 3-, 4-, and 500-level courses but is rather free-ranging. As the proposal indicates, the IM depends on one-on-one advising, done by the Guidance Committee for each individual student.

Many other institutions offer such an option including the Interdisciplinary Major Program at USC, Multidisciplinary Studies at the University of Oklahoma, the Independent Interdisciplinary Major at Brandeis, the Student-Designed Interdisciplinary Major at the University of North Carolina at Greensboro, the Topical Studies Major at Kentucky, the Individually Designed Major at Stanford, and the Gallatin School of Individualized Study at NYU. *The Chronicle of Higher Education* offered a good overview of these programs in September 2010: here is a link to the article:

<http://chronicle.com/article/Newly-Customized-Majors-Suit/124284/>

We believe that the new IM at UM will likely serve as an effective recruiting and retention tool.

Students attracted to this new major will be self-motivated to explore either an existing field that is not an explicitly designated major in the CAS and at UM (e.g. linguistics) or one that is emerging (e.g. peace studies). The IM may take either of two general forms. It can incorporate greater interdisciplinary breadth than currently is offered in existing majors by including complementary courses from at least two departments or colleges. Alternatively, it might focus on a restricted course selection within an existing department/program major to enable a desired sub-disciplinary specialization, in which case it must include at least two courses from other departments or colleges. Students typically will initiate the process by approaching a faculty member with whom they will designate specific coursework, outline a research/creative project, and identify other faculty members to form a Guidance Committee and ultimately finalize the proposal.

Evidence of student demand is provided by a Student Government initiative that originated in AY2012-13 titled "Build-a major." As to the marketability of such a degree, one of the mantras recurring during this recession is the ability to "think outside the box" that companies appreciate in college graduates. Thus, a program of study that relies on connection between disciplines falls directly along these lines. Further anecdotal evidence comes from the Toppel Career Center, which reports that employers privilege students with the enterprising and determined mindset that those pursuing an IM would presumably possess and the mental agility to connect disparate fields and data fostered by the IM.

It is our hope that four or five students will want to complete this program within the initial three to four years of it being offered (by comparison, UMass offers a Bachelor's Degree with Individual Concentration, similar to the one we are proposing; they graduate between twenty and thirty students *per annum*, over a general UG population of *circa* 22,000 students). Fiscal implications are minimal: depending on program demand, the College will consider some rewards for faculty who take on the responsibility of Chair of the Guidance Committee. The College is sending to the Faculty a proposal for a Program in Interdisciplinary Studies that will serve as the academic unit overseeing the IM and for other similar ventures in the future.

### Program Organization and Governance

A student's Guidance Committee typically will comprise two tenured or tenure-track faculty, typically from different departments, who represent the disciplinary breadth of the courses selected for the IM. A third Guidance Committee member might be appropriate when the proposed course of study encompasses expertise from three Departments or disciplines. The Guidance Committee Chair, who has primary oversight responsibility regarding satisfactory completion of the major, will serve as the primary advisor for the student's senior research/creative project under most circumstances, and must be a tenure-track faculty. Exceptions to the Chair serving as the primary advisor might include situations where there are co-advisors.

Under the aegis of a new Program in Interdisciplinary Studies, oversight of all Guidance Committees will be performed by an Advisory Committee that maintains uniform standards by reviewing and approving all proposals submitted for an IM (proposal approval is not guaranteed). The Advisory Committee will consist of three CAS faculty members, each representing one of our broad disciplinary areas (Arts and Humanities, People and Society, and STEM). Each of the three members will be appointed by the Senior Associate Dean for Undergraduate Affairs for staggered three-year terms, in consultation with the Steering Committee for the Program in IDS. To maintain continuity and ensure smooth knowledge transfer, it is recommended that only one Advisory Committee member be replaced in a given academic year. The organizational structure is summarized in Figure 1.

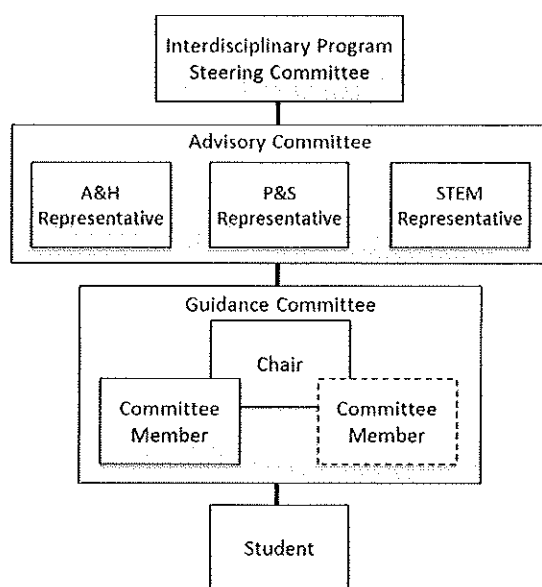


Figure 1. Organizational structure of the Independent Major

### **Program Requirements**

Students may begin to develop a proposal for the IM when they have reached sophomore standing. The proposal should explain why existing majors are inappropriate or inadequate to satisfy the student's interests. Students will be ineligible for declaring the IM upon reaching senior standing, that is, they must declare as a junior and spend at least two (2) full semesters in residence at UM in the IM.

Students will require a cumulative UM GPA of 3.25 or higher to be eligible for the IM.

The IM proposal must include at least thirty (30) credits of coursework beyond those required to fulfill General Education requirements, of which six (6) will be satisfied by a Capstone project/thesis in the last two (2) semesters of the Bachelor's degree. Because many courses have variable availability and conflicts are inevitable, strong proposals will identify more than 30 credits of coursework before being submitted to the Advisory Committee for approval. If a student wishes to pursue the IM as a double-major, the Advisory Committee should give particular attention to the appropriateness of the student's plan of study; no double-counting of credits will be allowed between the two majors. The IM proposal form will be available on the IM web page with other program materials.

### **Roles and Responsibilities**

#### *Student*

- Initiates a potential IM with one or more potential Guidance Committee Chairs. The Office of Undergraduate Advising may assist in publicizing the IM option and with identification of potential Guidance Committee Chairs. The final Guidance Committee structure should be decided by the student after consultation with the anticipated Chair.
- Submits the annual IM progress report to the Guidance Committee Chair for review/comment by the Guidance Committee at end of each academic year before the progress report is forwarded to the Advisory Committee.

#### *Guidance Committee Chair*

- Supervises the student to craft the IM proposal and identify potential Guidance Committee members.
- Assumes a mentor role for the student throughout his/her *curriculum studiorum* in the IM program.
- Assists with arrangement of the Capstone project/thesis, monitors progress, and assigns grades for Capstone units.
- Coordinates review of the student's annual progress report with the Guidance Committee, and submits the final report with Committee comments to the Advisory Committee.
- Reports any issues/concerns, particularly related to student performance, to the Advisory Committee.

#### *Guidance Committee Member(s)*

- Provides supplementary mentorship to student as well as advice concerning the Capstone project reflecting his/her expertise.
- Reviews student's annual progress report and provides feedback to Guidance Committee Chair.
- Plays co-leading or supporting role in Capstone project/thesis work, and signs off on its completion.

- Informs the Advisory Committee when a student is struggling with an IM, or when personnel matters within the Committee require a change in committee structure/membership.

*Advisory Committee*

- Reviews all IM proposals to maintain quality control and requirements.
- Reviews all student progress reports once each academic year (spring or fall, TBD).
- Performs an internal review of the IM program (supervised by the Senior Associate Dean for Undergraduate Affairs) after three (3) years or after five (5) students have completed their Bachelor's degrees with an IM, whichever comes first, to ensure that it remains attractive to students and is helpful to the intellectual community of the College at large.
- Develops metrics and tracks and analyzes IM student progress (including satisfying SACS requirements) and post-graduation activities for a minimum of 3-5 years (and as long as possible) to determine which types of majors produce the successful post-graduation outcomes (and might therefore be viable as longer-term program spin-offs).



## **College Policy on Leaves and Supplemental Salary for Fellowships and Scholarships**

**November 5, 2013**

This policy addresses support for faculty members whose main source of extramural funding comes from fellowships and scholarships. Typically, these faculty members are best represented in the Humanities and Social Sciences where Federal grant opportunities are limited.

**Policy on Supplemental Salary:** When a regular faculty member receives a prestigious scholarship or fellowship that is greater than or equal to one-third of her/his nine-month base salary the College will provide the equivalent of a full-year of research leave at two-thirds salary or full salary for a semester. In cases where the award provides benefits such as a housing allowance and discretionary funds (e.g., for books, materials, travel, etc.), these benefits shall count toward the one-third threshold. If the award is less than one-third of the faculty member's nine-month base pay, the College will provide research leave and salary equivalent to twice the amount of the award. It is expected that faculty members apply for the full amount allowed by the funding agency in each competition and that supplements provided through this policy not be written into proposals to funding agencies. Therefore, salary supplements tied to awards will only be considered upon formal notification of an award from the funding agency.

Current university policy stipulates that faculty salary may not exceed 100 percent of the annualized base pay (9-month base plus summer salary)

**Leave Policy:** The faculty member's effort must be devoted to research/scholarship during the period of the fellowship/scholarship. Research leaves granted for external awards may count toward the six years of continuous service required for sabbatical leave. An awardee may not receive a research leave if they have been on sabbatical or research leave within two out of the last four semesters. After award of research leave, the faculty member is expected to return to active status in residence for a minimum period of two semesters. The timing of the research leave, salary supplement, and the award period must coincide. Therefore, research leave and salary supplement will not be granted after the award period has expired. Please note that it is College policy that all proposals for awards, no matter their size, must be approved by the College's Office of Research Support Services and Administration.

### **Faculty Support Policy: Review of book-length manuscripts before submission**

The College recognizes that developing a manuscript for publication as a book is a complex and lengthy process and that early reviews of a manuscript may be extremely useful to the author before the final manuscript is submitted to the publisher of choice. In order to assist faculty in the final stages of manuscript preparation, and before submission to a press, the College has developed a mechanism to solicit an extensive reader's report from an expert in the pertinent research area. All full-time faculty members (including lecturers) are eligible.

A faculty member who wants to take advantage of this process should have (i) a book proposal and sample chapter(s), or (ii) a finished book manuscript ready for submission. To initiate the process, the author is expected to consult with the Department Chair and discuss possible reviewers. Once the author and the Chair have identified a suitable expert reviewer, s/he should inform the Dean's office of the intent to request an external review. Typically, the Senior Associate Dean for Research will be the main contact within the CAS Dean's office for this purpose. Once the Dean's office approves the request, the author can proceed to submit the manuscript or book proposal to the selected reviewer after securing the reviewer's agreement to provide a significant report by a set deadline. For full manuscripts, the reviewer is expected to provide a minimum of three pages of critical comments on the strengths and weaknesses of the manuscript. For book proposals, the reviewer should provide a minimum of one full page of critical comments. Usually, the reviewer should send their comments to the author within a reasonable period of time, to prevent significant delays in the overall publication process. Specific deadlines will, however, be decided by agreement between the selected reviewer and the author.

Once the reviewer comments are received, the College will compensate the reviewer with an honorarium of \$500 for a full manuscript review or \$250 for review of a book proposal. The College will not invest more than \$750 in the review of a given manuscript. Any author who benefits from this program will, as a professional courtesy, (i) explicitly thank the CAS for its support in bringing the book to publication in the Acknowledgments and (ii) provide a free copy of the book to the manuscript reviewer.

1. Faculty Members on SENIOR FACULTY STATUS may not vote on tenure, progress towards Tenure, evaluation of the Provost, or any changes to part A of the Faculty Manual, nor may they vote on the promotion of members of the REGULAR FACULTY.
2. If authorized under paragraph 3, faculty members on SENIOR FACULTY STATUS may vote on the reappointment and promotion of members of the UNIVERSITY FACULTY.
3. If authorized in accordance with this paragraph, faculty members on SENIOR FACULTY STATUS may vote on all matters on which UNIVERSITY FACULTY may vote, including those allowed for RESEARCH and EDUCATOR FACULTY under FM A3.1.
  - a) The tenured REGULAR FACULTY of a department may decide on whether to extend voting rights to its members on SENIOR FACULTY STATUS on any or all departmental matters including, but not limited to initial appointments, curricula matters, re-appointment of non-REGULAR FACULTY of lower rank, evaluation of the department chair, and promotion of non-REGULAR FACULTY of lower rank.
  - b) The tenured REGULAR FACULTY of a school or college may decide on whether to extend voting rights to those of its members on SENIOR FACULTY STATUS in any or all of the following matters:

- (1) Evaluation of the dean; and
- (2) All other School or College matters
- c) Any member on SENIOR FACULTY STATUS may, by written petition, require that a department or school shall place the issue of the authorization by the REGULAR FACULTY specified in this paragraph on the next scheduled meeting of the department or school faculty.

**Note:** These rights will remain in effect until such time as the faculty vote to change them in a future meeting of the College faculty.