



September 20, 2016

TO: A&S Department Chairs and IDS Program Directors

FROM: Leonidas G. Bachas
Dean

A handwritten signature in blue ink, appearing to read 'L. Bachas'.


SUBJECT: **AGENDA** for Department Chairs' and IDS Program Directors' Meeting of September 21, 2016 at the Abess Center – Ungar Bldg., Room 230C/D

1. Approval of the Minutes of the April 27, 2016 Department Chairs' Meeting
2. Dean's Remarks
3. Policy on Travel Involving Cultivation or Fundraising Event Trips Outside of Miami-Dade County
4. Evaluation of Program Directors (new form) attached. Please review to comment at the meeting.
5. Educational Leave vs. Public Service Leave
6. Human Resources: Fair Labor Standard Act; Benefits Open Enrollment; Performance Evaluation
7. Promotion and Tenure
 - Deadline to submit materials to the Dean's Office - October 14th
 - Absentee ballots
8. Research: Support, Deadlines for proposal submission, Conflict of Interest
9. Cognates
10. Other Business
 - i. United Way Campaign
 - ii. STARS Assessment

LGB/rkg



To: College of Arts & Sciences Department Chairs

From: Leonidas G. Bachas
Dean 

Subject: MINUTES of Department Chairs' Meeting
of Wednesday, April 27, 2016 at 1:30 p.m. at the Physics Conference Room

Date: May 2, 2016

1. Approval of the Minutes of the March 23, 2016 Meeting

Professor Pam Hammons noted an omission in item #4 of the Dean's Remarks regarding back-to-back leaves for faculty. Dean Bachas informed the Chairs that the College will no longer support back-to-back leaves. The sentence, "It was noted, however, that faculty who receive the Center for the Humanities fellowship may have a follow-up leave funded by an external fellowship award", will be amended to include: "and that the Center fellowship may be combined with a junior leave". The sentence will now read: **"It was noted, however, that faculty who receive the Center for the Humanities fellowship may have a follow-up leave funded by an external fellowship award, and that the Center fellowship may be combined with a junior leave."** A motion to approve the minutes of the March 23, 2016 meeting as amended was offered, seconded and unanimously approved.

2. Cognate Search Engine - Presenter: Mr. Peter Martinez, IT Director

Peter Martinez, IT Director for Academic Technology, presented an update on the Cognate Search Engine. He indicated that the search engine will be separated into three applications: the first application will sync nightly with CaneLink to provide up-to-date information on the cognates, the second will be accessible to the cognate owner for editing purposes, and the third section will be the application used for student utilization. The search engine will be accessible to both current and prospective students. Each cognate will have its own unique URL and be equipped with the ability to allow the user to filter searches in several ways. The information available on the search engine will be updated daily from CaneLink once it goes live. The cognate owner will manage the search engine, and will also be given access to the Administrator application, which will enable the owner to view statistics from the search site. Advisors will also be provided with up-to-date information on the cognates. The IT department is seeking feedback from the cognate owners prior to the site going live.

Senior Associate Dean Maria Stampino inquired on how approved cognate changes will be reflected on the search engine site. Professor Geoff Sutcliffe stated that the cognate updating process will remain the same as before, with the information first being approved and processed in CaneLink. As information from CaneLink will be uploaded daily into the new cognate search engine, changes will be reflected in the search engine site in a timely

manner. Professor Sutcliffe also said that there are plans to transfer the cognate modification/change process online for easier access. The Academic Technology department of IT plans to grant editing access to those listed as Cognate Representatives. The Cognate Representative list is available on the Office of the Registrar's webpage.

3. Dean's Remarks

Dean Bachas reminded the Chairs that finding 1% from the College current budget to reallocate for salary merit recommendations has been a challenge. This reallocation of funds necessitated a reduction of lecturer positions and/or offering fewer courses.

The Chairs talked about the effect of cognates on the College. They noticed that some majors are seeing an increase in enrollment, while others experiencing some reductions. It was noted that Vice Provost Bill Green's office is currently surveying where students are doing their cognates.

Dean Bachas talked about faculty searches for next year. He anticipates to be able to approve about fifteen new faculty lines for the upcoming academic year. Professor Ardren indicated that there seems to be an increase in tenure denials at the Provost's level. Senior Associate Dean Angel Kaifer stated that those numbers are about the same as in recent years.

Dean Bachas mentioned that his office was asked to provide specific justification on new faculty hires to the Provost's Office. This request came from the Board of Trustees to the Provost. Since each hire has budget implications, the Board is looking to understand how added positions affect the long-term budget of the institution.

Professor Frank Stringfellow indicated that in regards to faculty promotions, a better notification method could be utilized to properly notify the faculty prior to a public announcement being made.

4. Changing of Major and Minor Courses/Structure, etc.

Dean Bachas asked departments that any changes to a major or a minor needs to be communicated to the Dean's Office through the College Curriculum Committee (CCC), as these changes could affect teaching resources in the College. Professor Sutcliffe echoed this request and noted that the process regarding new/existing majors or minors has not changed. He stated that changes are first presented to the CCC for information purposes, and then made in CaneLink, so that the student's Degree Progress Report (DPR) may reflect the most up-to-date and accurate information. This information should also be transmitted to Senior Associate Dean Stampino.

5. Update on Schedule and Bulletin - Maria Galli Stampino, Senior Associate Dean

Senior Associate Dean Stampino provided an update on the bulletin and scheduling. She noted some minor software issues in the bulletin updating process and said that some sections of the bulletin will be returned to certain departments for further small revisions. Dean Stampino asked that departments who have not yet started their workflow to please do so. She confirmed for Professor Ardren that the updating process will need to take place yearly.

6. Update on FMLA/FLSA - Maggie Pertierra, Director of Human Resources

Director of Human Resources Maggie Pertierra provided an update on the proposed amendment to the Fair Labor Standards Act (FLSA) and the potential impact to the University. The United States Department of Labor has proposed to raise the salary level required to classify a position as exempt. If the proposed amendment passes, the University would either have to increase the salaries of exempt staff members that make less than the proposed amount to meet the threshold, or reclassify these positions as non-exempt, if they do not meet the exempt criteria for the position. It was noted that a reclassification of positions to non-exempt could potentially increase the amount of overtime expense incurred. On the other hand, an increase of salaries to meet the threshold would come at a cost of millions of dollars to the University. The Office of Compensation is currently assessing all exempt positions, the effects of overtime, and the impact of reclassification of any positions in anticipation of Congress' ruling on the proposed amendment.

With regards to post-doctoral positions that could possibly be affected by this change, several institutions of higher learning are petitioning the Department of Labor regarding reclassifying certain positions that are not necessarily staff - such as people on grants, research associates, and post docs. Ms. Pertierra stated a decision on the amendment would not be available until May 16, 2016.

7. Other Business

Professor Jonathan West inquired about payment for graduate students taking summer courses. Dean Bachas noted there will likely be no summer tuition waivers.

The Arts and Sciences graduation ceremony is scheduled at 8:30 a.m. on Friday, May 6th. There will be a reception immediately following the Commencement ceremony at the Cox Science breezeway.

The meeting adjourned at 2:58 p.m.