



January 12, 2018

TO: A&S Department Chairs and Program Directors
FROM: Leonidas G. Bachas, Dean 
SUBJECT: **AGENDA** for Department Chairs' and Program Directors' Meeting
Wednesday, January 17, 2018 at 1:30 p.m. – Miller Center Auditorium


1. Approval of the Minutes of the December 13, 2017 Meeting
2. Proposal to Extend Parking Enforcement to Nights and Weekends – by Director Richard Sobaram
3. Budget Update
4. Re-appointment of Endowed Chairs and Distinguished Professors
5. Dean's Remarks
6. Request for information on international initiatives in the departments – by Sr. Associate Dean Fuller
7. Strategic Planning Meeting – Friday, February 2, 2018 at 11:30 a.m. at the Student Complex Grand Ballroom Center
8. Other Business
 - Approved Independent Minor -- by Sr. Associate Dean Stampino
 - Renaming Undeclared Students -- by Sr. Associate Dean Stampino

LGB/rkg



January 5, 2018

TO: A&S Department Chairs

FROM: Leonidas G. Bachas, Dean 

SUBJECT: **Minutes of Department Chairs' Meeting
Wednesday, December 13, 2017 at 1:00 p.m. – Physics
Conference Room, 3rd Floor of the Knight Physics Building**

1. Approval of the Minutes of the November 15, 2017 Meeting

A motion to approve the minutes of the November 15, 2017 Department Chairs' meeting was offered, seconded, and unanimously approved.

2. Dr. Patty Murphy -- SACS Update (15-week semester and syllabi)

Dr. Patty Murphy gave an update on the upcoming decennial SACS visit to campus, which will occur in late February. She noted that SACS had an "offsite review" of our programs in October of 2017, where the University submitted over 90 documents. In late February 2018, they will be on campus for their onsite visit. She explained the importance of having all course syllabi in compliance with SACS requirements, and asked departments to review them and make necessary corrections and adjustments, especially this year with the unplanned disturbance of Hurricane Irma. Dean Bachas reiterated that the University has to be in compliance with the 15-week semester not only for SACS, but also for the federal government. The 15-week requirement necessitates that exams be given during the 15th week of the semester, not earlier. If a paper is the final assessment vehicle instead of a final exam, this should have a submission date during the 15th week of the semester. Final exams should be scheduled for a two and half-hour long period. She noted that the reading days do not count as instructional time, and no final exams can be scheduled during those days.

3. Faculty eRecruitment

Dean Bachas indicated that the University is implementing e-recruiting for faculty searches. All departments are required to use the new system, except Mathematics, Modern Languages & Literatures, and English that use a system which presently does not communicate with the e-recruiting software. Some chairs raised concerns regarding some questions on background checks. They noted that those questions prone to

reduce the applicants' pool. Maggie Pertierra will bring this issue to the University Faculty Affairs.

4. Dean's Remarks

Dean Bachas asked the Chairs to share with his office their promotion and tenure guidelines including any updates. Senior Associate Dean Pals will follow up on this request. The Dean informed the Chairs that the Honors Program will not offer any courses, beginning Fall 2018. The Foote Fellows program replaces that program.

The Dean communicated that the College's website will change to Cascade, which will offer a different look and feel. Several of University schools and colleges have already changed their website to this new system. Luis Vidal has been meeting with an advisory group comprised of staff and faculty from various departments to help with the implementation of this new system. Luis noted that there are some departments in the College that have already volunteered to be among the first to make the change.

Budget -- Dean Bachas explained that the College has not yet received instructions on the budget, which could have the same restrictions as last year. There is no freeze on hiring. He reminded the Chairs that capital requests are now due on December 13th. Dawn Reynolds noted that her office is extracting information from the old system to the new system to provide some guidance to Office Managers for the budget. Some Chairs asked to receive some information as soon as possible to plan for course offerings for next fall.

5. Jack George and Aintzane Celaya – Workday

Mr. Jack George gave a succinct presentation on Workday. He understands the frustration of users who are not able to access, sometimes, information that they need. He reiterated that they are working diligently to address these issues. In his presentation, he spoke on top five Workday issues, top five changes, new reports, change management & training, and delegation. He explained each of those topics and offered his help. He fielded in questions and noted that in a few weeks many of the problems will be fixed. He indicated that there will be more training sessions via ULearn beginning in January 2018. Mr. George shared a copy of his presentation to all who attended the meeting.

6. Other Business

There was no other business. The meeting adjourned at 2:59 pm.