




December 5, 2013

TO: A&S Department Chairs

FROM: Leonidas G. Bachas 
Dean


SUBJECT: **AGENDA** for Department Chairs' Meeting
Wednesday, December 11, 2013 at 1:30 p.m.
Physics Conference Room

1. Approval of the Minutes of the November 13, 2013 Meeting
2. Dean's Remarks
3. Travel Policy for Child Care
4. Proposed New Lecturer Travel and Summer Award Policies
5. Annual Department and Faculty Evaluation Processes
6. Announcements:
 - o Commencement Ceremonies, December 19th at 10 a.m. at BankUnited Center. Reception to follow immediately after the ceremony at Cox Science Center.
 - o College Staff Holiday Celebration, December 20th at 12:30 p.m. at Westin Colonnade, Coral Gables.
 - o **PAST DEADLINE - Monday, December 9, 2013** – Deadline for submission of leave requests (Sabbatical, Research, Jr. Faculty Research) to the Dean's Office.

LGB/rkg



TO: A&S Department Chairs

FROM: Leonidas G. Bachas
Dean 

SUBJECT: MINUTES of Department Chairs' Meeting
Wednesday, November 13, 2013 at 1:30 p.m. at the Physics Conference Room

DATE: November 15, 2013

1. Approval of the Minutes of the October 9, 2013 Meeting

A motion to accept the minutes of the October 9, 2013 meeting was offered, seconded, and unanimously approved.

2. Dean's Remarks

Dean Bachas announced that the College may soon receive good news about a new science building. Senior Associate Dean Kaifer and Assistant Dean Lewis have been working on this project. The President and Provost showed support for this new science building. No donor has been identified yet. Dr. Kaifer mentioned of his and Dr. Lewis' visits for ideas from other universities. They will soon visit some labs at the medical campus. The President and the Provost may update the faculty at the November 19th meeting on this subject.

Jeanne Luis has been named the College's Assistant Dean for Development. She has experience in the field as well as working with donors and the faculty. Jeanne talked about the official launch of the faculty/staff campaign in which she explained the various options available to contribute to the campaign. She will reach out to the department chairs to help with any questions either they, the faculty or staff may have. She gave the example of two faculty members who already signed up for planned giving and a professorship designated in their beloved department.

Chairs were reminded of the year-end holiday schedules. They are encouraged to close their departments, where possible on December 27 and 30. Employees will be required to utilize accrued vacation and/or floating holiday time to remain in pay status.

Department chairs who are interested in attending the ACE Leadership program in Miami in January are to contact the Dean's office, via Rose Glemaud, to register.

The seminar rooms in the College have been upgraded with smart boards. The Dean would like one person in each of those departments to learn how to use the system to assist when help is needed. The Dean also talked about possible investment in electronic systems to highlight the College on all events and buildings.

3. Comments and Questions for President Shalala and Provost LeBlanc

The department chairs offered some questions and issues that the President and Provost could address at the faculty meeting of November 19th. Issues with Cane Link, progress on the new science building, decline of humanities majors, plan for A&S, to name a few. Dean Bachas will prepare these questions to share with the President and Provost prior to the faculty meeting.

4. Report Back on Discussion with College Lecturers – Maria Galli Stampino

Senior Associate Dean Stampino presented on the outcome of the October 17th meeting with the lecturers. She noted methods that the College will adopt to support professional development, inclusion of lecturers in certain departmental activities (i.e., participation on departmental committees), and recognition of excellent teaching. Pedagogical effort will be covered under the funding for professional development.

5. College Policy on Leaves and Supplemental Salary for Fellowships and Scholarships (New Top-Off Policy for Faculty Awards) – Dean Bachas

The top-off policy has been revised to include input from the chairs. The policy is to encourage faculty to apply and/or be nominated for prestigious awards.

Professor Lindemann indicated that the mandated conflict of interest module that the university asked faculty to fill out is designed for the sciences not the humanities. Senior Associate Dean Kaifer noted that the Office of Research Administration is aware of this, but training is encouraged to get familiar with the form.

6. Faculty Support Policy: Review of Book-Length Manuscripts before Submission – Angel Kaifer

This program is a mechanism open to all full-time faculty, including lecturers, to increase success rate as well as faculty publication. A brochure is being developed to highlight the various support programs offered by the College. The Dean also mentioned a pilot program to help faculty who have small children and need to attend conferences. Faculty will be informed once the mechanism is finalized.

7. Joint Initiative to Create Online BGS – Jennifer Lewis

Assistant Dean Lewis gave an overview on online courses offered for the BGS degree through the Office of Continuing Studies. She will share with the Chairs the guidelines for faculty to convert or create online courses, as well as a list of who's who in Continuing Studies.

8. Online Education in the College

Dean Bachas noted several initiatives related to online education at the university.

- A consortium was created with the Colonial Universities. This is a partnership where UM students could take a course at one of the universities affiliated with the Colonial Universities without being considered as a transfer course. That course will be registered as UM course.
- Online education for the professional masters' programs.
- UM signed a memorandum of understanding with Laureate, a partnership for six months, to explore the market and the feasibility of offering online masters' programs. Entry requirements to a course or program will be UM requirements.

It was noted that the Faculty Senate may need to address the issue of intellectual property with online courses.

9. Other Business

Assistant Dean Lewis noted that the pay rate for teaching online summer courses through Continuing Studies will use a per student model. All other courses will be compensated as in prior years with a percentage of the faculty member's salary. She is working with Continuing Studies to make sure Department Chairs are informed when a faculty member is teaching or developing a course for that unit.

The meeting adjourned at 3:25 p.m.

LGB/rkg