



February 21, 2017

TO: A&S Department Chairs

FROM: Leonidas G. Bachas  
Dean

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

SUBJECT: **AGENDA** for Department Chairs' Meeting  
Wednesday, February 22, 2017 at 1:30 p.m. in the Physics Conference Room

1. Approval of the Minutes of the January 18, 2017 Meeting (attachment)
2. MDC Articulation Agreement – by Dana Warshauer, Office of Admissions
3. Dean's Remarks
4. Lunch Breaks for Non-Exempt Staff
5. AAU-Eligibility Indicators
6. Retirement Agreements
7. Other Business and Announcements:
  - Cooper Fellow Lecture by Neil Johnson of Physics, March 8 at 3:30 p.m.
  - Cooper Fellows nominations – deadline March 20, 2017
  - SACSCOC Visit next year – February 26-March 1, 2018

LGB/rkg



January 20, 2017

TO: A&S Department Chairs and IDS Program Directors

FROM: Leonidas G. Bachas  
Dean

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SUBJECT: **MINUTES** of the Department Chairs' and IDS Program Directors' Meeting of January 18, 2017 at the Abess Center – Ungar Bldg., Room 230C/D

**1. Approval of the Minutes of the November 16, 2016  
Department Chairs' Meeting**

A motion to approve the minutes of the November 16, 2016 meeting was offered, seconded, and unanimously approved.

**2. Dean's Remarks**

Dean Bachas introduced Dawn Reynolds, Executive Director of Finance & Administration. Dawn will begin in her new position on February 1<sup>st</sup>. Previously, she worked at RSMAS as well as in Athletics.

Dean Bachas introduced Professor Jose Maria Cardoso da Silva, Professor of Geography and Regional Studies who will serve as Associate Dean for Program Development in the Dean's Office for the 2017 calendar year. Professor da Silva will focus on special projects on Brazilian Studies, Tropical Biology and Sustainability. He will work with faculty in interested units to move these initiatives more College-wide.

The Dean announced that the Pilot Dependent Care Reimbursement Program for assistant professors in the College is extended for one more year. The hope is that the University will adopt this program and to extend it widely to a broader category of faculty not only to assistant professors in Arts and Sciences.

There was a brief conversation on the search for a new Provost. The Search Firm has been identified. The President might choose about 10 names from a list of 15 faculty to serve on the search committee.

**3. Update on the new fee-based process for evaluating transcripts of  
international applicants -- (Sr. Associate Dean Angel Kaifer)**

Senior Associate Dean Kaifer noted the regular monthly meetings held by the Dean of the Graduate School with the Associate Deans for graduate education. He indicated

that the matter of the new fee-based process for evaluating transcripts for international applicants is postponed, and it may not happen because faculty will continue to oppose it if such conversation were to come back on the table.

Some departments, in particular Computer Science, mentioned seeing a shortage in enrollment of Chinese graduate students, which could be related to perhaps visa problems. Some others, for example Political Science has not experienced such shortage.

**4. Update on Bulletin -- (Sr. Associate Dean Maria Galli Stampino)**

Dean Stampino will send an email to all department chairs, undergraduate directors and graduate program directors as a reminder of the March 1<sup>st</sup> deadline to make changes to the bulletin, if needed. She also reminded the Chairs and the Directors to, if they have not done yet, complete their programs' plan of study. Professor Geoff Sutcliff reminded them also to notify the College Curriculum Committee with any changes made to the curriculum. Dean Stampino noted that Dominic Castillejo, one of our student advisors, has taken the initiative to work with faculty and help them with the DPR.

Dean Stampino spoke of a proposal for an independent minor she is drafting. She noted that the College already has an independent major that is running very well. She indicated that the minor will not affect existing minors and will have to be interdisciplinary as well. A few examples could be: a minor in Japanese Studies, Animal Studies, or Forensics, etc. The GPA to enter the minor could be the same minimum of 2.0.

**5. New Performance Evaluation Form for Staff – (Ms. Maggie Pertierra)**

Ms. Maggie Pertierra presented the new employee performance evaluation system that will be effective beginning with this year's evaluation of staff. This will be a three-part process and focuses on frequent communication between the employee and the supervisor starting from June 1<sup>st</sup> through May 31<sup>st</sup>. Supervisors will receive notices from the Workday system. Maggie also noted that this year the form will include ratings such as Exceed, Meet, and Need Improvement. Following years will not have these ratings. There will be no self-appraisal required. Human Resources will hold several webinars, beginning January 24<sup>th</sup>, for supervisors and staff to participate and get familiar with the new process. The evaluation timeframe will be: June-September; October-January; February-May.

TALK, which stands for transform, align, listen and know, is the framework that will be used during the interaction between supervisors and staff. The entire process will be done in Workday. Ms. Pertierra noted that UM is not the only university utilizing this method. A department chair raised the issue of staff low

pay. It was noted that the FLSA requirement is still on hold awaiting the action of the government.

**6. Discussion on the Roadmap Initiative: Problem-based Interdisciplinary Inquiry (information can be found at <http://president.miami.edu/roadmap/initiatives/idea-lab/index.html>). Please read the document before the meeting.**

Dean Bachas invited Chairs and Program Directors to provide comments on the Problem-based Interdisciplinary Inquiry initiative, and how the College can take advantage and/or contribute to it. The Chairs noted that the College has already a convergence program similar to this initiative. Dean Bachas indicated that he will be meeting with a consultant that the University has hired to look into this IDEa Lab initiative. Some suggestions were shared such as:

- Culture of belonging: institutional and/or the City of Miami
- Immigration/Migration
- Sustainable Development Goals
- Global Governance
- Hemispheric University
- Food Security
- Race & Sexuality

**7. Discussion of Voting Rights for Associated Faculty – ( Sr. Associate Dean Doug Fuller)**

Sr. Associate Dean Fuller talked of his conversation with the Senate Office and the possibility to make a change to the Faculty Manual on voting rights for associated faculty/lecturers. Some chairs noted that lecturers in their department have been given privilege to participate in their departmental curricular matters. Dean Fuller will form a working group to create a proposal to send to the Senate.

**8. Reminders and Other Business**

**i. Conflict of Interest Disclosure – ( Sr. Associate Dean Doug Fuller)**

Senior Associate Dean Fuller reminded faculty to report their outside activities to make sure there is no conflict. He encouraged Chairs to look for any abnormal activities outside of UM. Dean Fuller is available to answer any questions they may have.

- ii. Graduate Student Awards – Application Deadline: January 20, 2017
- iii. “Beyond the Book” Undergraduate Student Summer Award – Application Deadline: January 30, 2017
- iv. 2016 Annual Faculty Evaluations Materials -- Deadline: February 1, 2017
- v. Promotion to Senior Lecturer Materials-- Deadline: February 1, 2017

**vi. List of faculty to serve as interviewers during Stamp scholarships weekends.**

Senior Associate Dean Stampino noted the dates for the Stamp Scholarship weekends and asked Chairs to encourage faculty to volunteer to interview students via an email to her. The dates are February 25, March 4, and March 25 from 11:00 a.m. to 1:00 p.m.

Professor Hal Wanless invited all on January 21<sup>st</sup> from 6:30 to 8:00 p.m. to a lecture by Dr. Angaangaq Angakkorsuaq "Melting the Ice in the Heart of Man."

There was no other business. The meeting adjourned at 3:00 p.m.

LGB/rkg