

UNIVERSITY OF MIAMI
COLLEGE of
ARTS & SCIENCES



Office of the Dean

1252 Memorial Drive
Ashe Building, Suite 227
Coral Gables, Florida 33146

Ph: 305-284-4117
www.as.miami.edu

October 4, 2013

TO: A&S Department Chairs


FROM: Leonidas G. Bachas
Dean

SUBJECT: **AGENDA** for Department Chairs' Meeting
Wednesday, October 9, 2013 at 1:30 p.m. at the Physics Conference Room

1. Approval of the Minutes of the September 11, 2013 Meeting
2. Dean's Remarks
3. CaneLink Update
4. Research Reporting Demonstration – by Allen Mora, Office of Research Administration
5. United Way Campaign Update – Professor Bob Johnson
6. Processing Statistics - Hector Silva, Executive Director for Finance and Administration
7. College Bylaws
8. Next Scheduled Department Chairs' Meeting, November 13, 2013

LGB/rkg



To: College of Arts & Sciences Chairs
From: Leonidas G. Bachas 
Dean
Subject: Minutes of Chairs' and Program Directors' Meeting
Wednesday, September 11, 2013, College/Wesley Gallery
Date: September 19, 2013

1. **Approval of the Minutes of the April 17, 2013 Meeting**
A motion to accept the minutes of the April 17, 2013 meeting was offered, seconded, and unanimously approved.
2. **Fine Art of Healthcare Program – Hope Torrents, Lowe Program Coordinator**
Hope Torrents, Program Coordinator, described the new initiatives of the Lowe Art Museum. The initiatives promote working hand-in-hand with other departments in an effort to blend the study of art into other fields and vice versa. The program is designed to expand the interpretive skills of students through analyzing art. She also noted that they are flexible to accommodating evening classes.
3. **Dean's Remarks**
CaneLink & Issues:
Dean Bachas commented on some issues with the CaneLink system and asked the Department Chairs and Program Directors to share their experiences and/or commentary so that these issues may be addressed at an upcoming meeting with Dr. Scott Ingold. Assistant Dean Athena Sanders shared a list of the problems raised by the College Council at their meeting on September 9th, which were identified as:
 1. Advisor assignment process – timeframe, procedures, updates, etc.
 2. Classroom assignments and availability of classroom requirement information
 3. Special Topic Courses – topic is not listed on initial search screen, it is only listed in course detail.
 4. Department course enrollment lists and the inability to see those all at once. Query is not popular.
 5. Waitlist functionality
 - a. Override process time intensive
 - b. Management of who's on the waitlist
 - c. When does someone drop and why
 6. Faculty cannot download class rolls with UM C#s. The Testing Center still uses C#s on scan-trons and many faculty use C#s for grading and iClickers.

Additional concerns identified by the Chairs and Directors are:

1. The drop/add periods are exactly the same date, which was affected by the SWAP date.
2. There is trouble viewing certain course topics
3. Students having trouble locating Cognates and finding information on them.
4. Waitlist functionality, irregularities, prerequisites
5. Advisors not identified or identified incorrectly
6. Abuse of the CL system – via other schools entering or modifying information

Course Addition: ASC199

Dean Bachas explained that course no. ASC199 was established as a general Arts & Sciences course number to be used for several different courses, such as interdisciplinary courses, that cannot be put through the system in any other manner.

Overall Communication with Department Managers

Department Chairs were asked whether they have objections to the dean's office sharing overload and offer letter communications with departmental managers. The Chairs had no objections. Therefore, department managers will be copied on such documents.

Top Up Policy

Dean Bachas sought advice on a potential College policy related to top ups for faculty fellowships.

Canes Total Rewards – Maggie Pertierra:

Maggie Pertierra encouraged the Chairs and Directors to participate in the Canes Total Rewards Survey. This is a survey to determine what benefits are most valued by faculty and staff.

One of the Program Directors warned that the information gathered in this survey would be statistically irrelevant. It is his opinion that this exercise is designed to devalue the University's benefits rather than to value them.

Maggie explained that our leadership simply wants to know what is most important to the employees. The last page of the survey allows for an open-ended commentary. All participants that complete the survey on or before September 15, 2013 will be eligible to win either an iPad Mini or two round-trip plane tickets to anywhere in the United States.

4. NEH Applications – Summer 2014 Fellowship Awards

Dean Bachas stated that in the past, we as a College have always been very successful at obtaining NEH grants, but this year we received much fewer NEH Summer Fellowship applications. The Dean is looking for suggestions to make improvements to increase that number. He does not want faculty to be deterred from applying due to the amount of forms that are required. The College has staff that provide support and help in the completion of these forms.

5. Review of the Center for Humanities

Dean Bachas noted that there will be external reviewers on campus to evaluate the Center for the Humanities. A survey will be sent to faculty and graduate students in the Humanities to evaluate and give feedback on the Center.

6. Departmental Strategic Plans

The Dean with the relevant Senior Associate Dean will be meeting with department chairs to discuss the development of departmental strategic plans. He also plans to meet with faculty in those departments at one of their departmental faculty meetings.

7. Discussion: Language Requirement Proposal from Department of Modern Languages and Literatures

Currently, there is a proposal in front of the College Curriculum Committee to amend the foreign language requirement. Professor and Chair of the Department of Modern Languages and Literatures, George Yúdice, explained that, when compared to our peer institutions, our CAS language requirement is weak. He described the five principal reasons for a strong second language requirement.

- i. In an increasingly interdependent world and global economy, proficiency in a foreign language improves the ability of individuals to function effectively as citizens and productive members of the global community.
- ii. Second language proficiency is of immediate use to those who live in and/or work with multicultural communities throughout the United States, including Miami and South Florida.
- iii. Proficiency in a foreign language is an essential component of a humanistic education providing access to other cultures, histories, and literatures.
- iv. Foreign language study promotes critical thinking and greater understanding of own native language, its structure, and its role in the development of cognition.
- v. Ability to understand and write one's native language improves with the study of a foreign language.

Concerns were expressed regarding the financial impact this proposed change to the foreign language requirement could have on the College. Dean Bachas explained that this proposal has been forwarded to the Provost's Office. It is to be understood that, if the Provost is not able to financially support the proposal, funding for this change will need to come from redirecting human capital resources within the College.

8. Open Discussion (departmental activities, faculty, etc.)

Promotion and Tenure – Sr. Associate Dean, Douglas Fuller:

Dean Fuller reminded everyone that the tentative deadline for Promotion and Tenure case submissions to the Dean's Office is October 4, 2013, which could be changed to October 18th if more time is needed. A memo will be sent to departments that will be submitting P&T files. He also highlighted the change in the Promotion and Tenure Guidelines – in that: department's voting faculty needs to elect a reporter to write up the summary of the discussion of the faculty meeting that deals with P&T. Copies of the approved written summary of the recommendation of the voting faculty, as prepared by the faculty member elected as reporter and approved by the voting faculty according to Section C13.4(b)(iv), and of the written statement of the Chair's review, as outlined in Section C13.4(b)(v) of the Faculty Manual, shall be placed in the faculty member's file.

The meeting adjourned at 3:15 p.m.