



September 3, 2015

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 9, 2015 at the Wesley Gallery

1. Approval of the Minutes of the April 29, 2015 Department Chairs' Meeting
2. Dean's Remarks
3. Faculty Manual C13.4 (B) Special Reviews and C20.8.2, Voting Procedures for Departments and Schools/Colleges
4. Responsible Conduct of Research Requirements and Tracking
5. Student Hires and I9s
6. Momentum2 and Beyond
7. Workday:
 - Procedures for designating Essential Employees during Emergency Events and exactly what an Essential Employee does.
 - 'in-box' items
 - Time Entry/Time Edits
 - Comments in Workday
 - Post-Docs
8. United Way Campaign
9. Other Business



To: Arts and Sciences Department Chairs

From: Leonidas G. Bachas 
Dean

Subject: **Minutes** of the Department Chairs' Meeting
Wednesday, April 29, 2015 at 12:30 p.m. at the Flipse Conference Room

Date: May 6, 2015

A motion to approve the minutes of the Department Chairs' meeting of March 25, 2015 was offered, seconded, and unanimously approved.

Dean Bachas was unable to report on the FY16 budget as the College is awaiting confirmation from the Provost's Office. He, however, noted that the number of searches for new faculty will be less than last year, which was a very good recruitment year. He indicated that some departments whose searches failed last year could start their searches. Departments that requested new searches will receive notification as soon as the Dean's Office obtained approval from the Provost's Office. The Dean indicated his recommendation to the Provost to raise the lecturers' minimum salary (new and/or existing lecturers) to \$40K. He also noted that stipends for TAs will be handled by the College and the departments. This arrangement may be revisited when a new Dean for the Graduate School is appointed.

Dean Bachas informed the Chairs of a change in the salary merit increase. The University will stop providing merit increases corresponding to the Chairs' summer supplements. Summer supplements will be fixed for the period of a Chair's appointment. The Chairs noted several changes that are occurring at the University -- new President will arrive in the Fall, Workday is being implemented, and the initiation of Culture Transformation. Chairs were asked to make sure to review information they are approving in Workday as this new system gives a lot of flexibility to users.

Senior Associate Dean Stampino talked of the UCC vote on the "W" requirements. One of the "W" courses needs to be in the discipline. The departments will have to decide which course will be labeled as such. She handed out samples of SACS assessments from some departments. Dean Stampino offered her service to any department who need help to complete their assessment.

Dean Bachas updated the Chairs on the Faculty Senate's decision regarding the College/School Council in which the Dean will no longer be chairing the Council. The Council will elect a Speaker, the Dean will act as an ex-officio member.

Senior Associate Dean Stampino reminded Chairs of the August 31st deadline for entering the Spring 2016 schedule. Department Chairs commented on the need to keep them informed and consulted and to also allow reasonable time to implement new changes/activities. Dean Bachas noted that summer school may now be handled by the Provost's Office. Executive Director, Hector Silva, explained that budget procedures/practices for FY'16 have not changed. It will be the same deliverable. Dean Bachas asked Chairs to encourage their faculty to fill out the survey on technology in the general purpose classrooms they have received from the University. The Chairs were also encouraged to ask their faculty to add more information/note to their course topic in CaneLink so information on a course can be more readily available to students.

The meeting adjourned at 2:45 p.m.