



August 24, 2018

TO: A&S Department Chairs and Program Directors

FROM: Leonidas G. Bachas, Dean 

SUBJECT: **AGENDA** for Department Chairs' and Program Directors' Meeting
**Wednesday, August 29, 2018 at 1:30 p.m. – Miller Center Auditorium –
Merrick Building, Room 105**

1. Approval of the Minutes of the May 7, 2018 Department Chairs' Meeting
2. Maya Bell, Sr. Editor UM Communications
3. Dean's Remarks
4. Provost's Research Awards Selection Process – Sr. Associate Dean Kaifer
5. Update on the Frost Building – Sr. Associate Dean Kaifer
6. Review of Endowed Chairs and Professorships (DRAFT Policy revision) – Sr. Associate Dean Fuller
7. Update on A&S Strategic Plan (modified after the Department Chairs' meeting of August 15th)
8. FY2020 Budget Planning Cycle – Executive Director of Finance, Dawn Reynolds
9. University-wide Pet Policy – HR Director, Maggie Pertierra
10. Other Business
 - Freshman seminars – Call for Proposals
 - Pedagogy Workshops – Call for Proposals



DATE: May 18, 2018

TO: A&S Department Chairs

FROM: Leonidas G. Bachas
Dean

A handwritten signature in blue ink, appearing to read 'LBachas', written over a light blue horizontal line.

SUBJECT: **MINUTES** for Department Chairs' Meeting
Monday, May 7, 2018 at 12:00 p.m. in Ashe Building, Room 427

1. Approval of the Minutes of the April 25, 2018 Meeting

A motion to approve the minutes of Wednesday, April 25, 2018 Department Chairs' meeting was offered, seconded, and unanimously approved.

2. Joshua Friedman, Sr. Vice President for Development and Alumni Relations

Mr. Joshua Friedman, Sr. Vice President for Development and Alumni Relations gave a brief introduction of who he is and how he comes to make the U his home. He noted that the University successful fundraising campaigns attracted him to the U. Mr. Friedman believes that the next campaign will be just as successful as the previous ones. He noted that the University has the right priorities and ideas. He spoke of his vision and indicated that he will schedule meetings with department chairs to advance Arts & Sciences' main priorities. Mr. Friedman spoke about broaden our fundraising efforts, building strong relationships based on beliefs and confidence, as well as building a donor-focused tailored method. He indicated also that the University needs to articulate the "why" to donors, demonstrate our needs, goals and objectives. Mr. Friedman explained that we need to be transparent with the donors, which will help bring in more donors. He asked to let his office know when the Chairs are traveling to a major city to help them connect with alumni in that area. He noted that International alumni maybe a bit more difficult to cultivate as donors. Mr. Friedman thanked the Chairs for their time, and asked them to feel free to contact his office with any ideas, notes, or donor suggestions.

3. Dean's Remarks

Dean Bachas thanked the Chairs for their work this year. He explained that one of the University's goal is to be classified as #35 in US News Report by 2025. He talked about the different factors that would help us become a stronger university.

4. Fall 2018 Enrollment

Dean Bachas talked of the influx in freshman admission this year. He noted that the English department and the Mathematics department will need to offer more sections. It is anticipated that there will be no admission through the waitlist this year and no significant change in terms of transfer students. The Dean also noted that a number of students who applied for the pre-med track were placed in the School of Nursing.

5. Faculty Work Distribution Policy

Dean Bachas presented the Faculty Work Distribution Policy formally known as Faculty Workload Policy. He explained that this policy is not new as it has been in the College for quite some years. He asked the Chairs to review this policy and make recommendations for updates as this policy was last updated prior to his arrival in 2010. Computer Science and Mathematics will work together to present an addendum for the sciences.

6. Review and Re-appointment of Endowed Chairs and Professorships

Dean Bachas explained that the document has been amended, and noted the footnote that is added to reflect the suggestions from the Chairs. The Chairs agreed on the new language. Dean Bachas will share this policy with General Counsel and Dr. Birnbach for advice.

7. Spring schedule; Pre-reqs in Canelink; Teaching request spreadsheets – Sr. Associate Dean Stampino

Senior Associate Dean Stampino informed the Chairs that CaneLink is open until the end of May, and will reopen in September. This may cause some challenges with the split classes, such as mathematics and chemistry, with regard to pre-reqs in CaneLink. Establishing the correct pre-reqs or co-reqs for a class is important, so that students are aware what is required of them. In addition, if any graduate course does not have any pre-reqs listed, it might be time to add them. Senior Associate Dean Stampino reminded the Chairs to send in the teaching request spreadsheets as soon as possible. Lastly, Student Government has requested a review of how different sections of the same course are being taught, stating that all different sections of a course should be taught and evaluated at the same level. Senior Associate Dean Stampino informed the Chairs that she has already met with the five departments identified by the Student Government.

8. Other Business:

Nadieska spoke regarding the disposition action in Workday when hiring faculty. She asked departments to wait until the actual hire is processed and complete before exercising the disposition action on a candidate.

Graduation Ceremonies:

- Thursday, May 10 at 9:00 a.m. Honors' Day Convocation
- Thursday, May 10 at 1:00 p.m. Masters' ceremony
- Thursday, May 10 at 5:00 p.m. Doctoral ceremony
- Friday May 11 at 8:30 a.m. A&S Undergraduate ceremony

The meeting adjourned at 2:00pm