




September 21, 2018

TO: A&S Department Chairs

FROM: Leonidas G. Bachas, Dean 

SUBJECT: **AGENDA for Department Chairs**
Wednesday, September 26, 2018 at 1:30 p.m. - Physics Conference
Room, 3rd Floor of the Knight Physics Building

1. Approval of the Minutes of the August 29, 2018 Department Chairs' and Program Directors' Meeting
2. da Vinci Program – Professor Catherine Newell
3. Dean's Remarks
4. Guidelines for Review and Reappointment of Endowed Chairs and Professorships
5. Faculty Work Distribution Assignment Principles and Practices
6. Input on College Guidelines on Alcohol (DRAFT)
7. GPAid Presentation – by Assistant Dean Leonard Clemons
8. United Way Campaign – by Dr. Stephen Cantrell
9. Other Business:
 - a. Cooper Fellow **Lecture by Professor Patrick McCarthy, October 3rd at 3:30 p.m.** at School of Nursing & Health Studies, Room 428
 - b. Cooper Fellow Lecture by **Professor Chris Cosner, October 25th at 3:30 p.m.** at Communication International Building, Room 2055 (School of Communication)



DATE: September 10, 2018

TO: A&S Department Chairs and Program Directors

FROM: Leonidas G. Bachas
Dean

A handwritten signature in blue ink, appearing to read 'LBachas'.

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

1. Approval of the Minutes of the May 7, 2018 Department Chairs' Meeting

A motion to approve the minutes of Monday, May 7, 2018 Department Chairs' meeting was offered, seconded, and unanimously approved.

2. Maya Bell, Sr. Editor UM Communications

The College Editor/Writer, Ms. Deserae del Campo, introduced Ms. Maya Bell former editor of eVeritas and now editor of UNews. Ms. Bell indicated that she is now assigned to the College and encouraged the Department Chairs and the Program Directors to notify her of news that have an impact to share with the community at-large. Ms. Bell stressed the importance of getting news out, such as great stories about faculty research, about staff, students, and alumni. She also noted the new landing page on the website called "Life at the U," where they can also share their photos of campus life.

3. Dean's Remarks

Dean Bachas thanked Dr. Haim Shaked for the use of the Miller Center Auditorium for this meeting. He also thanked Dr. Stephen Cantrell for volunteering again to be the College Ambassador for this year's United Way campaign. Dr. Cantrell noted that last year the College did not reach its goal in terms of money, but did improve its participation rate. The goal for this year is \$45,000. He reminded the Chairs of his email asking departments to nominate a representative to help out with the United Way Campaign. He also noted that faculty and staff can donate to their own department.

Dean Bachas thanked the Chairs and Program Directors for their assistance in accommodating the additional 250 incoming students. He noted that this entering class is stronger than the previous year's with stronger SAT scores and a higher acceptance rate.

Dean Bachas called on the Executive Director for Finance and Administration, Ms. Dawn Reynolds to give an update on requests from the Academy. Dawn noted her meeting with the department managers the next day, when she will talk to them about the departmental budgets and how to report expenses. She explained the change on University policies for travel, dinner, alcohol, etc. The managers will be given a list of these policies. She noted that PCard/Travel cards should be used for University business only.

Dean Bachas called on Nadieska Gonzalez-Miranda, Manager for Faculty Affairs, to talk about changes to the new hire moving expenses. Nadieska explained that moving expenses for new full-time NTT faculty has been increased to up to \$10,000, and are taxable. The faculty member will receive a one-time lump sum for moving expenses. Those moving from no more than 100 miles from Miami will be reviewed on a case-by-case basis. These changes will be effective with the January 2019 hires. For NTT faculty, Dean Bachas mentioned that their moving expenses could go up from \$1,500 to \$2,000. There was discussion as to when and how the faculty member will receive the check since some of those faculty members might need the money beforehand to relocate. Nadieska will ask the Payroll Office and let the Chairs know of her finding.

4. Provost's Research Awards Selection Process - Sr. Associate Dean Kaifer

Senior Associate Dean Kaifer explained the process for the Provost's Research Awards. He noted the email that was sent to all faculty with a deadline to submit their LOIs to the Dean's Office by September 21st. He indicated that he is in the process of forming a Selection Committee of seven faculty members similar to the one from last year to review the LOIs. He also reminded the Chairs that the College will be looking at the quality and relevance of the research to the career of the applicant, and that the PRA call encourages team applications. The Review Committee will consist of a diverse group of faculty and it is recommended that LOIs should not be extremely technical. The Committee will be following the criteria stipulated in the memo sent by the Provost's Office, and that reviews are not blind. Senior Associate Dean Kaifer also mentioned that the College no longer handles the NEH applications and awards.

5. Update on the Frost Building - Sr. Associate Dean Kaifer

Senior Associate Dean Kaifer gave a brief presentation on the plan concept and timeline for the construction of the new Frost building. He noted the location of the building, which will be on the green between the Ashe, McArthur, and Dooly Memorial buildings. The plan is to break ground in summer 2019 and for the building to be ready for occupancy in 2021. The Board of Trustees has not approved the construction plan yet, which will be discussed at their September meeting. Senior Associate Dean Kaifer noted that each individual floor of the building will be an all-science-based space. He indicated that the plan is to have research laboratories for an estimated fifteen faculty members, and four to five Post-Docs per faculty.

6. Review of Endowed Chairs and Professorships (DRAFT Policy revision) - Sr. Associate Dean Fuller

Due to time constraint, this item will be discussed at the next meeting of the Department Chairs.

7. Update on A&S Strategic Plan (modified after the Department Chairs' meeting of August 15th)

Dean Bachas gave an update on the College strategic plan, including the goals and initiatives for three specific domains: Investing in people, Re-imagining the College, and Reaching beyond Coral Gables. Dean Bachas is seeking feedback from all via email or via the strategic plan website.

8. FY2020 Budget Planning Cycle - Executive Director of Finance, Dawn Reynolds







Executive Director, Dawn Reynolds, indicated that the deadlines for new budget cycle have been moved up. This year's cycle started as of last week and will continue until the end of October. Capital requests are due much earlier and guidelines have already been sent out and now include projections. Dawn's office will create a spreadsheet to assist the Office Managers with these changes. All capital requests will be due on September 14th. Certain furniture expenses are now being considered capital requests. She asked them to include all capital expenses even if the department thinks it might receive a grant to cover an expense.

9. University-wide Pet Policy - HR Director, Maggie Pertierra

Ms. Maggie Pertierra, Director of Human Resources, referred to the new pet policy on campus, which was approved by the Faculty Senate in April and signed as a policy by President Frenk in May. The goal of the policy is to ensure that each member of our community is able to learn, teach, research, work,

and thrive in an environment that offers a sense of belonging for all. A summary copy of the pet policy is listed below:

PETS ON CAMPUS POLICY UNIVERSITY OF MIAMI

| | Pet  Any domestic or tamed animal for companionship not prohibited by Miami-Dade County regulations or other applicable law | Assistance Animal  An animal that performs a task or provides assistance or emotional support for a person with a disability, per the Fair Housing Act | Service Animal  A dog trained to do work or perform a specific task for a person with a disability, as defined by the Americans with Disabilities Act |
|---|--|--|--|
|  Outside areas (must be leashed)* | YES | YES | YES |
|  On-campus housing | NO | YES Contact Housing and Residential Life | YES Per the ADA |
|  All facilities, including offices and classrooms | NO | NO | YES Per the ADA |

* Pets are not allowed in Lake Osceola, any swimming pool or bathing facility, food service areas, or athletic events.

10. Other Business

- First-Year Seminars - Call for Proposals
- Pedagogy Workshops - Call for Proposals