

TO: A&S Department Chairs

FROM: Leonidas G. Bachas
Dean

SUBJECT: MINUTES of Department Chairs' Meeting
Wednesday, December 11, 2013 at 1:30 p.m. at the Physics Conference Room

DATE: December 16, 2013

1. Approval of the Minutes of the November 13, 2013 Meeting

A motion to accept the minutes of the November 13, 2013 meeting was offered, seconded, and unanimously approved.

2. Dean's Remarks

The Chairs discussed issues that are still problematic with the Cane Link system. Assistant Dean Athena Sanders took notes of these issues to consult with Cane Link administrators for help. It was noted that the system does not allow selective access. Some of the issues are:

- To be able to see all information about a student, irrespective of whether the student is attending a single school or double majoring with another school or college.
- To be able to see one screen that shows the department offerings with course number, time, faculty name, enrollment, etc.
- To be able to switch from a current term to the next term, i.e., when registering students for the spring semester to show the default screen as spring not the current fall term.
- To be able to view how many students enrolled in a department's cognates.
- To give departments access to view all transfer credits for a student.
- When building a course, the "Select Grade" box should be selected by default.

Dean Bachas encouraged Chairs to share with him additional suggestions and issues.

The Dean introduced Papsy Mileti, the College Director of Communications. Papsy gave a brief background about her experience, education, and previous position at the university. She will be working with Chairs and faculty to promote and increase the visibility of the College internally and externally. Her office will be located at the Flipse Building.

3. Travel Policy for Child Care

The Dean introduced a new pilot program to help faculty with child care expenses to attend conferences and research activities. A draft of the policy is with Human Resources for

review. The hope is that this pilot program in Arts and Sciences will become a university policy. The Dean's Office will cover expenses for assistant professors. But, departments who would like other personnel included in this program will need to cover the cost. This pilot program may take effect in late spring 2014.

Proposed New Lecturer Travel and Summer Award Policies

Senior Associate Dean Kaifer presented the proposed lecturer travel and summer award policies. The College will match travel funds for lecturers to attend conferences. The summer award is \$2,000/each for lecturers who would like to do research with a faculty member in his/her lab primarily in the summer. It was noted that these policies will be very competitive.

4. Annual Department and Faculty Evaluation Processes

Dean Bachas asked to pay attention to the page of the memo that was sent to them regarding their self evaluation. Department Chairs not only need to fill out the summary of activities form, but also some key questions that are addressed specifically to them. There was discussion regarding research and teaching in relation to salary increases. This item will be brought back to a chairs' meeting for further discussion particularly how to communicate how great teaching is valued.

5. Announcements:

- a. Commencement Ceremonies, December 19th at 10 a.m. at BankUnited Center. Reception to follow immediately after the ceremony at Cox Science Center.
- b. College Staff Holiday Celebration, December 20th at 12:30 p.m. at the Westin Colonnade, Coral Gables.
- c. **PAST DEADLINE - Monday, December 9, 2013** – Deadline for submission of leave requests (Sabbatical, Research, Jr. Faculty Research) to the Dean's Office.

6. Other Business

Maggie Pertierra reminded chairs that the range of dates for the staff performance evaluation will be from January 1st to March 31, 2014.

The meeting adjourned at 2:55 p.m.