

To: Department Chairs

From: Leonidas G. Bachas
Dean

Subject: MINUTES of Department Chairs' Meeting
Wednesday, April 16, 2014, 1:30 p.m. at Physics Conference Room

Date: April 22, 2014

1. **Approval of the Minutes of the March 19, 2014 Meeting**
A motion to approve the minutes of the Department Chairs meeting of March 19, 2014 was offered, seconded, and unanimously approved.
2. **ERP Workday Overview**
Executive Director, Bertha Arteta gave a presentation showing the HR component of Workday, which is phase II of the ERP program that the University has been implementing. Workday will deal with HR, payroll, and benefits/compensation. This project began in August of 2013 with a completion goal by the end of 2014, so that it can be implemented at the University in January 2015. Organizational Readiness Liaisons are being selected by the College to begin testing the program; this will allow feedback to the developers, and will also help to serve as mediators for their peers in transitioning to the new system.
3. **Dean's Remarks**
Dean Bachas spoke about Data Warehouse and would like to know what information the Department Chairs would like to receive from it. Hector Silva asked that the Department Chairs notify him about what are the reporting needs of each department. Several Department Chairs responded that at a minimum, they would like to know how many majors and minors they have in their departments.
4. **Supporting Faculty Career Progression Post-Tenure (Draft)**
Dean Bachas spoke about a program that allows faculty to progress appropriately to Full Professor. Analysis of departments has found that most effective programs should target to help faculty 3-4 years after their promotion to associate promotion. The Dean is proposing something similar to a mini-leave or junior leave, in which a faculty member can request a semester off from teaching

3-4 years past being promoted. The faculty member must have a mentoring program in place once they are promoted to associate professor, and show a plan as well as productivity for the previous 3 years prior to applying for leave. This program is likely to be implemented in August 2015.

5. Scheduling Classes and Changes into the System

Senior Associate Dean Stampino spoke about issues with the CaneLink system. She asked that Department Chairs have a deadline set with their faculty in creating a schedule for their courses, so that the staff can have more time to input the courses into CaneLink. Once the deadline from the College is passed, only Gylla Lucky has access in order to make changes in CaneLink. Also, there needs to be better communication between departments that are combining sections of courses (what was called “co-/cross-listing”).

6. Faculty Summer Assignments

Senior Associate Dean Fuller asked that Chairs speak to their faculty regarding grant money that they intend to use as summer salary. Entering this information into payroll needs to be done in a timely matter, as payment can be delayed due to all of the approvals that they need to go through.

7. Professors of Practice (Educator Faculty)—permission to establish a number of educator faculty in the College

The Dean spoke about a program to establish educator faculty in the College, which will be similar to that of a visiting professor, but they will have a limited term type of appointment. This also has the potential to bring in someone who has lots of experience in a field, but does not necessarily hold a terminal degree. The Dean requested feedback from the faculty at large via the Chairs; ideas about this possible program should be sent to Senior Associate Dean Fuller.

8. Policy on International Travel

The Dean spoke about the University being firmer on its policies involving international travel. It is necessary that all faculty fill out an international travel form as well as register with Red 24 before they travel.

9. Academic Midterm Alerts

Senior Associate Dean Stampino spoke about a proposal that is in the process of being implemented to help give feedback to students, advisors, and faculty, that would allow for a better way of advising based on grades. The program is called Grades First and has already been used by the Business School and Athletics. Grades First allows for faculty to put a grade for the student as well as a notation if the student has an academic failure. This will be an alert system that will notify students and advisors to any failures. A Fall implementation will require faculty to make necessary changes in their syllabi to allow for a graded assignment early in the semester.

10. Other Business

Senior Associate Dean Kaifer asked that faculty look out for an email that requests feedback on the Office of Research Support Services and Administration that is managed by Tracy Ehrlich.

Gylla Lucky reminded Chairs to make sure that all instructors have CaneLink approval access to be able to assign grades to their students.

Professor Otávio Bueno noted that to teach a 300 level course or higher, the professor should have a terminal degree. This has been a practice in some departments, but it is not UM policy.

11. Announcements

- Faculty Scholarly and Creative Activities Recognition Reception- April 29, at 3:30 p.m. at the Wesley Gallery
- Department Chairs' Retreat May 6th from 10:30 a.m. to 3:30 p.m. Location: SAC
- Commencement Ceremonies: Graduate Ceremony, May 8th at 4 p.m.; Undergraduate Ceremony, May 9th at 8:30 a.m. at the Bank United Center
- Commencement reception will take place at the Cox Science building following graduation on May 9th