

CAS Department Chairs

Meeting Minutes

August 19, 2014

Guests: Kimberly Buster-Williams, Tim O'Donnell, Kelly Graham, Keith Mellinger

Next meeting: Monday, September 22, 2014-**CHANGED** Wednesday, September 24th
in Trinkle (former Writing Center)
Lee Hall, Room 412

I. Guest Reports

Kimberley Buster-Williams, Associate Provost for Enrollment Management

Kimberly joined UMW in May and oversees Admissions, Financial Aid, and Registrar's offices.

Many new programs were started in 2013-14 prior to her arrival. New communications with target recruitment areas are being put in place. Currently, freshman enrollment has more out-of-state students than last year but enrollment overall is down around 100 freshman students. Numbers of graduate, transfer, and international students are about the same. Discussion on department showcase to potential students, when and how to get the most accurate information out. Tours and tour guides need to deliver more information about the programs offered. Please let Kimberley know if you would like to discuss your department with her. The next Open House is in September.

Tim O'Donnell, Associate Provost for Academic Engagement & Student Success

Kelly Graham, Director of Academic and Career Services

Keith Mellinger, QEP Director

Discussion on Orientation dates and how the summer programs did. A questionnaire was used this year for students and parents to complete before coming to campus. Transfer student orientation needs changes to better accommodate the students.

Major declaration week will be in mid-September. There will be a Majors Fair from 11-1 on Ball Circle. Tables will be set up for students to talk with faculty members from departments. A suggestion was mentioned to add an information table for students who have not declared their major.

Freshman will participate in a scavenger hunt. They will be given a booklet to answer questions and receive stamps from departments across the campus.

QEP update: budget was cut this year, there will not be a visiting professor and there currently are 45 FSEMs but increase needed to 60 classes.

II. Budget Information

The Dean's budget reduction plan was submitted to the Provost but the final plans have not been decided. Faculty Supplemental, Faculty research, and academic department operating budgets will remain the same with no cuts.

III. Planning Discussion

Workload Discussion: Arts and Sciences needs a clear mission statement.

The Capital Campaign includes endowed professorships such as the Waple grants. Pay raise for faculty needs to be made a priority. Faculty contracts include duties such as attending convocation and graduation; faculty would like to see this changed/not included in the contracts.

Reallocation: Need to find out what is going to happen with the results of the committees' suggestions. Town meetings will be held but dates and location have not been determined. Agenda item for the next chair's meeting: identify process for workload and mission discussions within Arts and Sciences.

Planning of Seacobeck/other open spaces: A decision has not been made yet about how the areas will be used this year.

FAARs and APRs

Concerns about using the merit pay on evaluations since there will not be a merit pay in the near future. There is low morale among the faculty. A change to this process would have to go to BOV for approval and the Faculty Handbook would have to be changed. Chairs would like to see a bulleted form used for tenured faculty, and merit pay numbers omitted or downgraded in the evaluation process. Richard noted that chairs agreed in 2010-11 to allow senior faculty members to do very brief FAARs in alternate years or less frequently. It was agreed that given that the present Faculty Handbook requires numbers, Chairs should mainly emphasize strengths while being honest about activities that need support.

IV. Announcements and Reminders

Faculty Convocation is on Wednesday, August 27th in Klein Theatre.