

## **CAS Department Chairs**

### **Meeting Minutes**

*August 18, 2015*

*Guests:* Juliette Landphair, Nina Mikhalevsky, Debra Schleef, Rita Dunston, Evie Sherlock, and Rhonda Stills

*Dept. Chair Guests* Rosemary Jesionowski, Ana Chichester, and Liz Larus

*Next meeting:* September 21 - ITCC, room 307

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#### **I. Introduction of Juliette Landphair-VP of Student Affairs**

Juliette joined UMW in August, coming from the University of Richmond. She has been involved with student affairs for the past 16 years.

Juliette would like to attend the department meetings with Cedric Rucker and Tev Zukor to talk about how faculty can deal with students whom they recognize to be in crisis. t

#### **II. Nina Mikhalevsky-Interim Dean, College of Education**

Nina would like to have a COE faculty member be a contact person to work with each department. She encouraged departments that have students interested in education/teaching to contact COE. The college has a 5-year program that the students follow to receive both Bachelors and Masters degrees. COE will have Orientation Sessions for students and will send out the dates to the Dean to distribute to the departments. Nina also discussed Foundation funding that is available for collaborative projects between the colleges. She will be focusing on STEM and GIS programs. Contact Nina with any questions at X1464.

#### **III. PTAC Survey-Debra Schleef**

- Student Survey: Students would like to see more on-line courses available. Reasoning—to be able to add a course during the semester that doesn't require attendance, to have flexible work schedules and to pursue during the summer
- Faculty Survey: The faculty survey will be out in October.
- Contact Debra for questions and comments.

#### **IV. Registrar-Work flow changes**

Rita introduced Evie and Rhonda new to the Registrar's Office.

- Student Profile: A photo will be added to the student profiles so advisors/faculty will be able to see each student.
- Transcripts/Registration: Currently, only the faculty member may see the students that they advise. Department chairs can see all of their department's advisees. A request was made to have access to all students that are registered in classes within the department.
- Electronic Grade Change Form: The form can be found on the Faculty/staff webpage in Banner. The new procedures will be mailed to department chairs. The changes should be available for spring registration.
- Incomplete grades: The faculty member is to notify the student in writing (e-mail is fine), copied to the Registrar's Office. A new policy is out in the Academic Procedures (formerly called Academic Regulations) section of the catalogue. Richard will remind of the new procedures toward the end of the term.

#### **V. Announcements and Questions**

- Faculty Supplemental grants: more funding was allotted for the supplemental grants this year—over \$43,000 additional.
- Faculty research Grants: Please remind faculty to submit applications. The number of applications has been down.
- Office Manager Coverage: Procurement Office and Richard have developed a coverage plan for office managers if they will be out for an extended amount of time. Richard to discuss with each department chair.
- APRs: Need to have research reports for SACs on the professional activity for the faculty in each department. Chairs are to send the percentage of faculty that were engaged in scholarly activity for 2014-2015 academic year to Richard (cc Martha).
- Alumni: Please share information on what alumni are doing. A new page has been created on the CAS webpage under CAS Alumni Updates <http://cas.umw.edu/cas-alumni-updates/> (linked to CAS departments <http://cas.umw.edu/academic-departments/>).
- Building projects: The Jepson Science Center renovations are scheduled to begin next year as planned.
- CAS Convocation: The CAS Convocation is scheduled for Wednesday, August 26<sup>th</sup> in Klein Theatre.
- New Chairs: Dave Kolar, Joe Romero, Charlie Sharpless, Stephen Davies and Hai Nguyen were welcomed. Training is available to department chairs if interested; please contact Richard for more information.
- Course Evaluations: The P & T committee has requested that the chairs put more into the faculty evaluations due to the perceived reduction in information that is received from the student evaluations. They are looking for clear evaluations of strengths and weaknesses. Observing the junior faculty is being done in almost all departments with some observing JR and SR faculty during the year. Discussion on the best way to get students to complete the evaluations but no set decision. Richard encouraged chairs to be praise and support strengths, and be direct but tactful about areas that need strengthening. Richard also encouraged chairs to consider, in addition to observations and course evaluations, the quality of syllabi and assignments when evaluating teaching.

## **VI. Course Schedule Preparation**

Grant thanked the chairs for adjusting schedules and adding seats for freshman. The spring schedule will be sent out soon and due back to him on September 18<sup>th</sup>. A change to the schedule, psychology and business classes will be in the newly renovated rooms. Dave commented that PSYC will need additional class space other than the new building. Packets of materials were handed out to the new chairs with instructions and spreadsheets of how scheduling is done. Contact Grant with any questions.

## **VII. Discussions:**

- Funding for Interns: Donations received by several CAS Advisory Board members will go towards student interns. The funding will help cover travel to job locations and possibly a stipend for the students. A process has not been created but may follow the undergraduate research application process. It was mentioned that graduate students would also benefit from the funding to help them attend conferences, etc.
- Mission and Goals  
The mission statement and goals were discussed and tweaked. All departments were tasked to discuss mission statement and goals at their next department meeting and to report back at the next meeting in September.