

## **CHAIRS AND DIRECTORS MEETING MINUTES**

**Feb.5, 2014 – 1:00 p.m.**

Attending: C.Asleson, L.Bauer, S.Bergmeier, B.Carlson, H.Duschinski, J.Dyer, T.Eisworth, R.Frank, J.Gilliom, S.Gradin, D.Ingram, K.Jellison, D.López, C.Mattley, B.McCarthy, S.Miner, W.Owens, B.Partyka, S.Ray, A.Ritchie, R.Rossiter, B.Tadlock (for Grant), C.Thompson, M.Vis, M.White, J.White

### **Information Items:**

- Four Themes are ready to be launched to students: Food Studies, Making and Breaking the Law, Wealth and Poverty, and Knowing the Future. A meeting with admissions, orientation leaders and advisors has been scheduled to prepare them to help students incorporate the Themes into their programs of study.
- Three Themes hires have been identified in the current round. Positions in Rural Development, Conservation Biology and Archaeobotany have been approved. Three additional positions will be determined in the regular staffing process.
- A probation report for 2007-2013 was provided by Institutional Research, showing the percentage of first time first-year and new transfer students on probation after Fall term. Asleson gave an update on the new initiative for students who score  $\leq 60$  on the first exam in BIOS 1700. Of the students who came in for advising and chose to switch to the CAS or BIOS bridge courses, most did well. Many who did not come in for advising or chose to stay in 1700 dropped after the second exam.
- Gilliom reported that undergraduate applications to A&S have remained steady. The college encourages 100% participation by departments in yield activities. Brianne Sisler [sisler@ohio.edu](mailto:sisler@ohio.edu) is the contact for assistance with letters or other ways of reaching out to potential students. McCarthy noted that graduate applications are down 17% university-wide and down 10% for the college. The decrease may be due in part to discouragement of the practice of over-committing. A discussion of graduate admission offer strategies is needed, with special consideration of allowing over-committing within reason.
- A memo was circulated indicating that summer study abroad will be funded by the Office of Education Abroad in summer 2014.
- Folders with college identifiers have been purchased for use by A&S Student Affairs during campus visits, and departments are welcome to pick up folders from Student Affairs for use during similar departmental events.
- McCarthy has developed a draft Group II Promotion Dossier process, and it will be distributed to chairs for input.

### **Online/Summer/Overload Committee:**

The committee (Gilliom, Gradin, Hatch, Mattley and Vis) has compiled a list of initial concerns/challenges arising from Q2S, RCM, the rise of online education, closing of the Summer Sessions office, and the increasing importance of summer term. The committee welcomes input about the issues on the list as well as suggestions of others that may need to be addressed. Concerns/ideas shared at the meeting included:

- the need for online bridge courses (the equivalent of BIOS 1700) to address failure rates in online courses;
- lack of discussion and collaboration with/among faculty who teach mostly online and are not present on campus;
- identifying who is taking summer courses (who should be targeted in marketing and recruitment efforts);
- expense of summer courses, which are not covered by financial aid unless arrangements are made in advance.



Laura Patch, the college's new instructional design staff person, may be contacted at [lp198914@ohio.edu](mailto:lp198914@ohio.edu) for workshops or other assistance.

**College Awards:**

Hatch presented recommendations from the college's Awards Advisory Committee to make eligibility criteria more inclusive, create two new awards, eliminate one award, and make award descriptions clearer and more consistent in format. Proposed changes include reducing the number of faculty teaching awards, opening faculty awards to all fulltime faculty (eliminating the need for the Group II Faculty Award), adding faculty research and scholarship awards, and adding a staff award. Hatch will follow up with an e-mail soliciting input or indications of support.

**Staffing Process:**

After discussion of the staffing schedule and process, the deadline for preliminary proposals was extended to Mar.3. A recommended page range for the final proposals will be added, and departmental profiles that are being provided by college staff will be sent to chairs by the end of February so they can be used in proposal preparations.

A new "emergency staffing" process was described. Currently, staffing vacancies that occur after a regular staffing process ends cannot be filled for up to two years. The process under consideration would have the Staffing Committee meet as needed to handle unexpected staff replacement needs.