

CHAIRS AND DIRECTORS MEETING MINUTES

Wednesday, March 28, 2018
Wilson 303 Conference Room
1:00 – 2:30 p.m.

Attending: Anderson, Bauer, Bender, Bergmeier, Brown-Clovis, Carlson, Cohen, Colvin, Duschinski, Eisworth, Frank, Gilliom, Hatch, Ingram, Jellison, Lancaster, McCarthy, Muhammad, Partyka, Poggione, Price, Rice, Sack, Schoeppner, Shambora, Springer, Thompson, Trauschweizer, Vis, Wyatt

Special Guest: Joe Shields, Interim Dean, College of Arts & Sciences

1. Information items
 - a. Interim Dean Shields (Bob Frank)

Frank expressed his support and appreciation to Shields for stepping in as Interim Dean. Shields noted that he is honored to have the opportunity and has strong feelings and commitment to the College which is also his home department (Physics and Astronomy). He looks forward to working with everyone.

- b. Hometown news releases (Lori Bauer)

University Communications and Marketing is collecting information regarding student awards to be published in hometown newspapers. As we approach the end of the semester and departments honor students please forward student names, addresses (PID if you do not have the home address), pictures, etc. to Bauer and she will forward to UCM.

- c. Course collaborations with regional campuses (Laurie Hatch)

Course sharing agreements began in the summer of 2016 with regional campuses (1 or 2 per semester including Geological Sciences). Instructional costs are covered by the offering campus; the partner campus provides instructional compensation on a per student basis. FTEs are assigned to the offering and partner campus based upon the student enrollments in each section. Works best with smaller classes – 15 or fewer.

CAS and Regional Higher Education are now looking at course splitting for larger courses (enrollment more than 15).

With course splitting the instructional costs and revenue would be shared between the offering and partner campuses based upon agreed-upon ratios.

Please forward comments/feedback to Hatch.

d. Destruction of confidential paperwork (Bob Frank for April Ritchie)

Confidential destruction of paperwork is currently provided by an outside contractor and funded at the University level. Beginning next year individual units/Colleges will be responsible for paying for this service (estimated cost of 4,200 per year). As part of the budget planning process for next year the College needs to decide if it is necessary to continue paying for the confidential service or provide shredders for disposal of confidential paperwork. Please forward your thoughts to Frank for consideration.

e. Internal audit update (Bob Frank for April Ritchie)

The internal audit is going very well. Some Departments will be contact regarding missing documentations for reimbursements. Department Chairs requested that the audit list be forwarded to individual departments.

f. Faculty resignation reminders (Kendall Brown-Clovis)

Faculty separating from OU at the end this AY will no longer have email and benefits as of 5/31/18. Final salary payments will be made on 5/31/18.

Brown-Clovis will follow-up with an email to chairs/directors – please forward the names of Group IV faculty that are not returning to Brown-Clovis.

g. Feedback on data challenges (Bob Frank)

At a prior meeting Frank asked for input from Chairs/Directors regarding data challenges. Following are some of the concerns identified:

- tracking requests for data
- permission to access what
- training and self help
- software capability

The College plans to meet with the department business administration group (CAN) to collect additional suggestions/concerns and then develop an effective strategy to address data challenges.

h. Chairs/Directors Council (Morgan Vis)

Morgan Vis announced that her position as a member of the Chairs/Directors Council is rotating off. The group is asking for nominations and she encourages CAS faculty to nominate someone to represent our College (self-nomination acceptable).

2. Discussion item (Bob Frank)

a. Chairs and Directors leadership in a time of transition (Bob Frank)

Given the transition of leadership at the College and University level the group discussed the need for College wide representation (in addition to the Dean) regarding common concerns and purpose. There has been past discussion regarding the expansion of the faculty ad hoc group to include chairs/directors. The chairs/directors group has lots of experience and perspective regarding concerns/vision for the future. Frank invited chairs/directors to follow-up with Shields for further discussion.

b. Budget update (Bob Frank)

The College meets tomorrow (3/29) with the Office of the Provost regarding the budget. Shields will be included in all upcoming meetings regarding the budget.