

CHAIRS AND DIRECTORS MEETING MINUTES

November 6, 2013 – 1:00 p.m.

Attending: C.Asleson, L.Bauer, J.Bender, B.Carlson, S.Downard, J.Dyer, T.Eisworth, R.Frank, S.Gradin, L.Hatch, D.Ingram, K.Jellison, D.López, T.Malinski, C.Mattley, B.McCarthy, W.Owens, B.Partyka, A.Ritchie, R.Rossiter, C.Thompson, M.Vis, M.White

Information Items:

- 18 Group II faculty from 9 departments have signed up for the promotion dossier workshops. Chairs were asked to e-mail Laurie Hatch if they have an exemplary sample dossier (preferably for an upcoming Assistant-to-Associate Professor Group I promotion case) that can be used for reference.
- One representative from each department should attend the discussion on improving online course evaluation response rates on Nov.13, 10:30-12:00 in Ellis 113.
- College-wide discussions to develop broad agreement on goals of undergraduate education are scheduled for Nov.19 and 22.
- A&S Data Summits are scheduled for Dec.3 and 6 and will include the college annual report and data about recent accomplishments in the college.
- Chairs were encouraged to revisit their fundraising priorities and submit to Susan Downard one to five top priorities for department fundraising.
- Lori Bauer distributed a report detailing Ohio-Forum.com, A&S Livestream Channel and A&S Flickr visits, page views and traffic sources. The Forum is currently sent primarily to faculty and staff, but distribution will soon be expanded to students and alumni.
- Information about 1% raise paperwork processing was provided earlier. Diane Lucas will send department spreadsheets for faculty raises to chairs/directors, who must review the faculty raise allocations and respond with acceptance or questions/concerns by Nov.8.

Promotion and Tenure Process for 2013-14:

An electronic dossier submission and administration process delivered through Blackboard is available for candidates to begin inputting their dossier materials. The dossier template provides the same 14 tabs as the paper dossiers used previously, and only pdf documents can be dragged and dropped into the dossier. Candidates will have read/write access until Dec.31 at midnight, and the department chair and department administrator will have read/write access to add external reviewer letters and other supporting documents until Jan.13. The department chair and advocate and college committee will have read-only access until after the college committee meeting, and the Provost will have read-only access until Mar.1. Designated personnel in the college office will have unlimited read/write access. Departments can decide on their own internal processes. It was suggested that a statement of responsibility/confidentiality should be provided to members of the P&T committees.

The Group I candidates, their department chairs and administrators, designated college staff and a sample dossier have been loaded into Blackboard. Existing OU IDs and passwords will provide access. Candidates will have access to their own materials only. Chairs have access to materials for all candidates, but access is tracked.

Academic Assessment and Program Review:

As has been mentioned at prior meetings, individual departments/programs will need to develop academic assessment plans for their units by the end of Spring semester in preparation for the upcoming



reaccreditation site visit. They might develop an assessment-related action project as a starting point for their assessment plans. Chairs shared some of their assessment initiatives.

In addition, the new program-review self-study requirements were discussed. A revised process was approved last April and places much more emphasis on student learning and assessment than before. Programs undergoing review in 2014-16 may choose to follow the old or new requirements. Chairs had the following suggestions:

- Develop a checklist (e.g. acquire certain data by a certain date).
- Align the annual department reports with the self study.
- Return a portion of the budget to departments undergoing review.

No review will be perfect, and departments should identify an action plan that aligns with AQIP.

A&S Retention:

A graph was distributed showing the difference in first-time, full-time student enrollment from Fall 2012 to Fall 2013 for 13 State of Ohio Public Institutions. Ohio University had the highest increase in enrollment with 355 (4% increase), but retention continues to be an issue. Among the questions that need to be asked in Arts and Sciences:

- Why are students leaving?
- What can we do to give freshmen a quality experience and help them succeed?
- What retention efforts are a good investment? How many students are impacted, and what is the quality of the students retained?
- How many A&S students change majors but remain in the college?