

**CHAIRS AND DIRECTORS MEETING MINUTES**  
**December 3, 2014 – 1:00 p.m.**

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

**Information Items:**

- Caryn Asleson announced the addition of Kristi Conrad, A&S Transfer Advisor, to the Student Affairs Office staff. Kristi will be available to all A&S undergraduate students for transfer and general advising.
- The rescheduled Data Summit will be on Friday, Dec.12, 12:00-1:30 in Bentley 236. Debt service will be a primary topic,
- Lori Bauer and University Communications and Marketing have determined that the quality of academic meetings with accepted students is extremely important. Lori offered to assist in the production of videos of current students talking about their experiences in our programs or other materials that would enhance the meetings with accepted students.
- Lori presented a Communications update, reporting that FORUM readership is growing. She noted that stories by alumni and students are more personal and get linked to the authors' social groups. She expects to have several more department web sites that are in development up and running before the end of the year.

**Workload Roundtable:**

Chairs were asked to share information about their workload policies. The following department practices and ideas were shared:

- Some faculty teach graduate components as separate courses from the undergraduate components. What are the workload implications of this arrangement?
- The current workload template has graduate advising included in teaching as is undergraduate advising.
- The workload policy is about the fair distribution of work, not tracking every hour of work.
- In some departments, TRS is evaluated for each faculty member annually. If the amount of work in an area drops for three years, the percentages are reevaluated.
- A cap has been placed on the number of online courses/term that a faculty member may teach.
- How do departments handle faculty who commute? Dean Frank said he hopes expectations for those faculty will be explicitly stated in workload policies, providing examples of what qualifies as service and stressing that the department and college expect faculty to be present on campus for activities other than teaching (e.g., meetings, faculty candidate talks). It needs to be made clear that online teaching should not be a reason to be absent from campus.
- There should be a distinction between serving as the major advisor for graduate students and DARS advising of undergraduates.
- Departments should consider having clear policies for allocating summer teaching opportunities.
- Could summer term be incorporated as a full part of a trimester (summer on-load teaching)? It was noted that HR issues might result because faculty are on 9-month contracts paid over 12 months.