

CHAIRS AND DIRECTORS MEETING MINUTES

Wednesday, December 6, 2017

Schoonover 380

1:00-3:00 p.m.

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

1. Information items

a. CAS Career and Network Week events (Cohen)

The second College of Arts & Sciences Career and Networking week is scheduled for Monday, January 29 – Friday, February 2, 2018. Nearly 300 students participated last year. The event will be organized similar with the Alumni and Student Networking reception on Thursday, February 1, 4:30 – 7:00. Baker Center Ballroom A and B will be available this year in addition to rooms on the 2nd floor for alumni panels (please let Cohen know if your department would like a room). Goals for this year include the following:

- Double the number of students participating
- Students attend at least one session in addition to the networking reception
- Strategically engage alumni from all departments
- Involve additional faculty to recruit students and attend the networking reception
- Utilize Ballroom B (in addition to A) for round table discussions, resume review, etc.

Cards are available to chairs/directors for distribution. Cohen will follow-up with an email to Chairs/Directors including suggestions on how departments can support CAS Career and Networking week and a planning survey.

For additional details and schedule please see www.ohio.edu/cas/networking

b. Reports for the Assessment Clearinghouse due December 15 (Hatch)

Thank you to all for your efforts in 100% CAS participation in the “Student Learning Outcomes” and “Assessment Plan” for the Assessment Clearinghouse. Departmental reports regarding the “Evidence of Student Learning” and the “Use of Student Learning Evidence” are due December 15. Individual department reports are available at <https://www.ohio.edu/cas/about/assessment/learning/index.cfm>

c. Fourth Annual A&S/RHE Leadership Discussion: December 19 (10am-12N, Alden Library/Friends of the Libraries Room) (Hatch)

The Fourth annual A&S/RHE Leadership discussion presented by the CASRHE (College of Arts & Sciences/Regional Higher Education) committee is scheduled for Tuesday, 12/19, 10:00 – noon, Alden Library/Friends of the Libraries Room. This is a great opportunity to meet regional colleagues, generate ideas, collaboration, and communication. To RSVP please go to https://www.surveymonkey.com/r/4th_Annual_Leadership

CASRHE (College of Arts & Sciences/Regional Higher Education) Committee members:

Carissa Anderson (co-chair; Assistant Dean-RHE)
Kristi Barnes (Psychology-Southern)
Todd Eisworth (Mathematics-Athens)
Korcaighe Hale (History-Zanesville)
Laurie Hatch (co-chair: Assoc. Dean-Athens)
Mark Lucas (Physics & Astronomy-Athens)
Patrick Munhall (Modern Languages-Athens)
Betsy Partyka (Modern Languages-Athens)
Brenda Phillips (Associate Dean-Chillicothe)
John Prather (Division Coordinator; Mathematics-Eastern)
Morgan Vis (Environmental & Plant Biology-Athens)

- d. Brown-bag Orientation Session for new A&S/RHE leadership: December 19 (12:45-2:PM, Baker Center 230) (Hatch)

The CASRHE committee will also be hosting a Brown-bag Orientation Session for new A&S/RHE leadership on Tuesday, December 19 from 12:45 – 2:00 in Baker Center 230. The session is for new department chairs and program directors in CAS and new deans/associate deans and division coordinators on regional campuses.

- e. A&S Award nominations due March 30 (Hatch)

Award nominations for CAS faculty and staff awards are due by March 30, 2018. For a list of awards, criteria, and the nomination process please go to

<https://www.ohio.edu/cas/about/awards/index.cfm>

Please note - nominations for the A&S Outstanding Faculty Research, Scholarship, and Creative Activity award, requires at least one letter of support from a peer external to Ohio University.

- f. Evaluations for college and departmental staff (Brown-Clovis)

There is a University wide update regarding performance evaluations for Administrative/Classified Staff. Brown-Clovis will follow-up with an email next week.

-In the past supervisors were given a choice when conducting evaluations – letter or form. For the upcoming evaluation process supervisors will be required to use a new two page form that includes goal setting, monitoring, and core behaviors.

-Date change - evaluations are due July 31, 2018 (in the past April 1)
The rating period will change -- from date of the last evaluation to May 31, 2018.

-Training will be provided by the College/UHR for supervisors February – April. All supervisors are expected to complete monthly trainings.

- g. Conversations with Kendall regarding future staffing (Frank, Brown-Clovis)

Brown-Clovis will be making individual appointments with Department Chairs to discuss future faculty staffing.

- h. Humanities Research Fund- group II applications (Frank)

Group II faculty are eligible to apply for the Humanities Research Fund.
Past discussion prompted the College to check on eligibility with the Board of Trustees agreement.

- i. ComDoc printer agreement (Frank)

A follow-up email will be sent by Brown-Clovis to Chairs/Directors regarding associated costs and inventory of departmental printers. Please forward all concerns/questions regarding the ComDoc printer agreement to Kendall Brown-Clovis. The group expressed numerous concerns and questions regarding the new agreement.

- j. Dependent Eligibility Verification Program(Frank)

Please remind all faculty/staff to submit requested information regarding dependent eligibility and the verification program. The deadline to submit documents is December 22, 2017. Please see the link below for questions/instructions.

https://www.ohio.edu/hr/benefits/faq_dependent_eligibility_verification.cfm

- k. End of the year gifts (Downard)

For checks/donations received in the mail between now and the end of the year please keep the envelope for date/tax verification.

2. Discussion items

- a. Departmental professional boundaries conversations- updates from colleagues (Frank)

Frank asked departments that had completed departmental professional boundaries conversations to share with the group. Those departments that have not had conversations are encouraged to do so.

- b. Budget planning for FY19- what to expect (Frank)

There will be an email from the College regarding budget planning FY19 within the week.

Preliminary figures show an estimated 4.9 million budget cut. Departments will be asked to help with planning and identify the impact of cuts. Frank will talk about budget cuts at the Fall Data Summit on 12/7. An Ad Hoc budget committee (possibly including all chairs/directors) will be formed in the spring to plan for the possibility of continuing cuts.