

Academic Chairs Meeting

June 16, 2008

HWC 2420

Present: Michael Ball, Liz Blue, Orv Clark, Tim Cleary, Beth Gilbert, Cindy Graham (for Martha Einerson), Terri Kronzer, Deb Nordgren, Chuck Reichert (for Greg Trudeau), Rhoda Robinson, Chad Scott, Ralph Seelke, Nick Sloboda, Gloria Toivola, Faith Hensrud, Chris Markwood, Sharon Sullivan (Recorder), Jane Birkholz, Reilly O'Halloran.

Absent: Glenn Carlson (Class), Martha Einerson, Greg Trudeau

- 1) Communication—A two-day workshop on Campus Conversations was held to discuss topics including enhancing communication on campus. One outcome from the meetings will be the production of a leadership directory to include groups as Chancellor's Cabinet, Provost Leadership Team, Department Chairs, Faculty and Academic Staff Senate, classified leadership groups or unions, etc. HR will take the lead on this project.

Chairs discussed additional ways to improve communication including changes to the Staff Digest, posting Department Chair minutes on the web (i.e. Department Chair resource page), and the Provost's accessibility for meetings with faculty. The Provost committed to 1) posting chairs meetings minutes, 2) hosting open office hours for faculty and staff, and continuing once a year meetings with faculty as part of the review process. Chairs should solicit additional suggestions from their departments and email them to the Provost.
- 2) Recruitment & Retention—Jane Birkholz provided updates on activities of the Admissions Office over the past year, enrollment, recruitment information and retention updates, and marketing plans.
 - Early Warning—Information on the Early Warning System, a pilot project in selected courses which will begin fall 2008, was distributed. Instructors are asked to contact Reilly O'Halloran (Director, Student Support Services, Ext. 8188) if they have students who they think may be in jeopardy. All referrals will remain anonymous; Reilly or his staff will make contact with the student and do follow-ups.
 - Grades in on time—The earlier a faculty member can assess student progress the better. Instructors should make every effort to assess students early —preferably within the first four weeks of class. In addition, midterm and final grades must be turned in on time.
 - College Student Inventory—This is an instrument to help advisors and students assess their developmental and transition needs. Information was distributed on this pilot project conducted during Spring 2008. Mary Lee Vance will oversee the use of this tool on all incoming General Studies, (Pre) Teacher Education students and (Pre) Business students Fall 2008-09 using the CSI tool.
- 3) Enrollment Updates—Enrollment is down for fall 2008 compared to this time last year, especially in transfers from other institutions. Discussion focused on ways to market UWS and the importance of developing how students perceive the value of a liberal arts education. Suggestions were made to consider alternative scheduling of classes (i.e. 4-day weeks with two-day meetings, weekend classes, more evening classes), offering more on-line and/or Distance Learning, developing better relationships with students within departments, and developing a commuter board so students could rideshare whenever possible.
- 4) Target Marketing—The mission of the Admissions Office is being clarified and expanded to include undergraduate, distance education, and graduate students. Admissions would like to move toward a targeted marketing model. To assist with this, **Chairs have been asked to let Dr. Birkholz know, by mid-September, their student capacity (assuming full classes) by major.** This will help prioritize where resources (dollars and time) will be needed. Please forward to Dr. Birkholz:
 - **Majors capacity how many students can each major handle** – capacity
 - **4-year guarantee**—which departments could maintain that commitment? What programs can legitimately sustain that guarantee.
 - **6-year night guarantee**—what programs could have longer committed guarantee perhaps offering evening or distance courses for non-traditional students. Look at info and get back to Jane by mid-September.

- 5) Library Move- Jim Dan Hill Library has relocated to RSC. Reserves, periodicals, and collections will be housed in the Hiawatha Room. Facilities Management was extremely helpful in facilitating the move. Remodeling of JDH Library will result in improved lighting, additional insulation and compact shelving.
- 6) Academic Plan—The Board of Regents has asked each UW campus to put together a 5-year academic plan to be presented to them over the next couple years. Faculty Senate will be requested to take the lead in putting together our 5-year plan which should pinpoint where growth may occur and academic areas that should be contracted or eliminated. This plan should be an outgrowth of departmental strategic plans. The Provost asks **Chairs to begin thinking and talking with their department about where they see their department's academic programs going in the future.**
- 7) Faculty Hiring Update/Call for New Hires—There were 11 faculty searches authorized over the past year; 2 are still in progress, 2 were unsuccessful, 7 have concluded (6 with the first choice candidate).

Chairs are asked to submit their requests for hiring for next year in an informal email to the Provost, noting which ones are the result of retirements or growth and those related to the liberal arts initiative. Also, note the anticipated costs and dollars available from vacant positions.

The Provost is meeting with Peggy Fecker, Michael McDonald and Faith Hensrud to revise the hiring process and make it easier to follow. Your concerns and suggestions have been noted and we hope to have them addressed in the new process.
- 8) Faculty Retention Update—Three faculty have retired this past year and four took positions at other institutions for various reasons. When possible, competing offers had been made but were unsuccessful. Salaries and tuition benefit for employees' families at other institutions were significant reasons for several departures.
- 9) Website—IT is continuing updating the UWS websites and training department/program associates or other designated staff. Chairs should make every effort to work with their department/program associate to have information updated for this coming year **prior to the start of fall semester.**
- 10) Graduate Associate Dean—Dr. Rhoda Robinson has been appointed to the .5 position. The Provost will meet with the Teacher Education department to discuss the leadership change.
- 11) Departments Top Ten List (To be discussed at July meeting--10 things the Provost would like each department to do this next year).
- 12) Announcements/Deadlines/Reminders:
 - a) Fall Ad Hoc and Overload Requests—**Recommendations for Appointment forms should be forwarded to the Provost as submitted in the budgeting spreadsheets.**
 - b) Administrative Calendar—A draft schedule for upcoming academic timelines and deadlines was distributed. All departments and divisions are asked to send in their dates to their Cabinet officer; they will be combined and put together for distribution at the Opening Meeting in August. **Chairs should submit information with dates to Sharon as soon as possible for discussion at the July Chairs meeting.** Suggestions for list included bookstore orders and strategic plans.
 - c) Chair Development—The Provost distributed the book “Academic Leadership—A Practical Guide to Chairing the Department” for Chairs to read and which will be referred to throughout the coming year.
 - d) New Food Service—A'viands. The coffee shop is now open and the cafeteria will be soon. The old rules for using university dining services have been relaxed from last year. Sharon will bring the new rules to the next meeting.
 - e) Classrooms in Old Main—We will have one less classroom in Spring 2009 due to the hiring of 15 people out of the successful DIN budget process. IT will be asked to do a space analysis to determine which room will be best.
 - f) New Faculty Orientation Dates—A draft copy of Welcome Week Schedule was distributed and discussed. Contact Sharon for listing meetings on the schedule. Chairs should communicate the following dates to their new faculty for orientation: All day Thursday, August 29, and Thursday mornings during first

semester from 8-9:45 a.m. beginning September 18 through December 11 (except November 27). More information will be forthcoming from Maria Cuzzo.

- g) Faculty/Staff Enhancement Day—Thursday, August 28, morning and afternoon sessions; information will be forwarded as soon as it is determined. All staff are encouraged to attend but do not need to attend every session. There will be choices to make.
- h) **Next Meeting—Wednesday, July 9, 12:00-2:30 p.m., HWC 2430.**
- i) Department Chairs Meetings for 2008-09 Fall/Spring--The 2nd and 4th Mondays of the month from 3-4:30 p.m., in HWC 2420. Please plan class schedules accordingly.
- j) Annual Report—There will be no mandatory annual report format requested this year; the Provost would prefer meeting individually with Chairs to talk about the past year. However, in the future, he will ask for a report consistent with the new **Self-Study Continuous Improvement (SSCI) Report**. Copies will be available to Chairs and discussed at the July 9 meeting.
- k) Agenda—July meeting—faculty post-tenure reviews, retention information, SSCI, Swenson Hall Display Spaces, Departments Top Ten, etc.