

Academic Chairs' Meeting
October 13, 2008

Present: Mary Balcer, Michael Ball, Liz Blue, Glenn Carlson, Orv Clark, Tim Cleary, Cathy Fank (Comm Arts), Beth Gilbert, Suzanne Griffith, James Lane, Deb Nordgren, Cecilia Schrenker, Chad Scott, Nick Sloboda, Gloria Toivola, Greg Trudeau, Faith Hensrud, Chris Markwood, Sharon Sullivan, Mary Schoeler, Maria Cuzzo, Judy Dwyer, Jerry Hembd, Dave Carroll.

Absent: Stewart Platner

1) Mary Schoeler - Updates

Staffing – Many positions have been given the approval to be filled in Technology Services; the webmaster position will become a permanent position; Institutional Research will be under the umbrella of the Assistant Vice Chancellor and CIO; and a search has begun for a Policy and Planning Analyst (formerly Institutional Research Director).

Swenson Hall – The new building will mainly have docking stations for laptops in most of the classrooms; instructors needing new computers in the near future should order laptops which they can use in their classes.

Technology Funding - Application forms for technology funding for classrooms/labs were distributed and are available on <http://www.uwsuper.edu/iits/guidelines.cfm>. Forms are to be emailed to Mary Schoeler by **November 6**. Questions should be directed to Mary at Ext. 8266.

2) CETL Update-Maria Cuzzo

Planning for Spring Enhancement Day during January Opening Week has begun and will focus on advising and assessment. Suggestions for workshops should be sent to Maria Cuzzo.

New Faculty Orientation for Fall 2008 began during Opening Week and continues throughout the semester on Thursdays from 8-9:45 a.m. Chairs are asked to keep this same time period free for new faculty when scheduling Fall 2009 classes. Departments also need to be clear on teaching and scholarship expectations for new faculty.

Suggestions for feedback on CETL or workshops and activities to “break down silos/build bridges of campus educators” or a Department Chairs Series should be forwarded to Dr. Cuzzo.

3) Global Studies Minor-Judy Dwyer/Jerry Hembd

The co-chairs of the Global Awareness and Education Committee distributed and discussed a draft proposal for a Global Studies Minor which is part of the Global Awareness Initiative. The Committee would like to forward a finalized proposal to Academic Affairs Council by the beginning of Spring Semester. Chairs should send a list of possible elective courses and/or a statement of interest in serving as the GST home department to either Judy Dwyer or Jerry Hembd by **October 31**.

4) Faculty-Teaching Academic Staff Assignment Sheet due first week in November ([attachment](#))

Assignment Load Forms for all faculty and teaching academic staff were distributed and discussed. Forms are to be signed by the Department Chair and forwarded to Sharon in the Provost's Office by the **first week in November**.

5) New Faculty Hiring

The Provost distributed a [memo to Departments Chairs](#) on approved faculty searches for 2008-09 and ad hoc allocations for 2009-2010 which was discussed. Ad hoc allocations assume a successful search for tenure-track faculty; if the search fails, additional funds may be needed for ad hocs. Questions

should be forwarded to the Provost. It was suggested that the HR Director be invited to attend a meeting in the near future in order to answer some of the questions and concerns of the Chairs on searches, conversion of one-year positions to tenure-track, renewable contracts, etc. **Send Sharon questions that you would like to pose to HR and she will compile them for the HR Director.**

- 6) **Hiring Processes** are currently being revised with a goal of making it a smoother process for all. When a search has been approved, the Department Chair is to complete a Request to Fill Position form and compile a list of search committee members and forward both to the Provost's Office. Once the search committee is approved by the Provost and Assistant Chancellor for Affirmative Action, Sharon will notify the Department Chair and coordinate the "red file" meeting which is to consist of all Search Committee members, the department chair, the Department or Program Associate, the Provost or designee (Faith Hensrud or David Carroll), Assistant Chancellor for Affirmative Action, and the Human Resources Director.
- 7) **Ad Hocs for Spring 2009/Fall 2009/Spring 2010** – were discussed. Specific questions should be directed to the Provost.
- 8) **Fall/Spring Class Schedule** – The Registrar's Office has not yet sent out an official notice for inputting deadlines for the 2009-2010 class schedule but it should be the same as last year.
- 9) **Laptops** – Faculty and Teaching Academic Staff to be housed in Swenson Hall who need new computers should order laptops that can be used in their classrooms when needed.
- 10) **Deadlines** (Calendar distributed) – This is a first draft. Forward other deadlines not listed to Sharon Sullivan.
- 11) **Department Progress Update – Dec. 1** ([Goals for Academic Departments—attached](#))
- 12) **Other:**

SUFAC has revised their policies on funding for faculty attending conferences or workshops with students or advisees. Requests for "bridge" funding for this type of activity should be forwarded to David Carroll.