

## AGENDA

### Deans' Meeting with Department & Program Chairs

Tuesday, August 20, 2013

1:00 - 3:30 PM

Wallenberg Hall

1. Call to Order and welcome: Lawrence
2. Introductions
  - a. New Dept Chairs/Co-Chairs, and Division Chairs: Rowen Schussheim-Anderson(Art); Michael Zemek (Music); Joseph McDowell (Division Chair, LL); Mike Finneman (Spanish); Jennifer Burnham (Geography); Jon Clauss (Math and Computer Science); Heidi Storl (Philosophy); Mariano Magalhaes (Africana Studies); Reuben Heine (Environmental Studies); LSFY Farah Marklowitz (LSFY); Jeff Ratliff-Crain (Associate Dean)
3. Assessment: Ellen Hay
  - a. We are now entering the second year of our two-year assessment cycle. Departments should be implementing their planned intervention.
  - b. In May departments will report out and decide on their next questions for study.
4. Updates from FWC: Steve Klien
  - a. 35 reviews scheduled for this year, including 18 tenure reviews
    - i. please make arrangements for classroom observations for your untenured faculty and Associate Professors -- not just the chair, but tenured faculty
    - ii. the schedule for materials submissions and departmental letters is on the FWC website
    - iii. please arrange your processes for collecting feedback from faculty based on a review of candidate materials
    - iv. thank you in advance for helping us with deadlines for the materials and letters
  - b. APT faculty: remember to update your records on teaching loads for your APT folks, and be in conversation with them re: the option to apply for voting rights and promotion eligibility
  - c. Departmental tenure and promotion statements: a friendly reminder to double-check your department's/program's statement: do your guidelines still reflect your current departmental expectations, or do they need revision?

- d. Faculty CV collection for HLC: Starting this year the CV collection is being conducted through the faculty profile web page process. Be sure to have your new faculty, and any other faculty who haven't done so, complete their online profile and upload their CV. If you have personal info you don't want shared publicly, please upload a public-friendly version and send an e-copy of the complete CV to Margaret Farrar.
  - e. Faculty meeting agenda items: Handbook amendments, pilot for alternative post-tenure review
5. Update on FY13 budget: David English
- David English, provided a brief update on FY13 budget which is yet to close so the numbers are preliminary. He anticipates a 1.2 million dollar surplus due to higher than budgeted revenues from off-campus study and summer rentals, as well as lower than budgeted faculty salaries. Most of this surplus will be used for maintenance of campus buildings and other infrastructure related projects.
6. Student Success Updates: Douglas
- a. Tutoring: We will be introducing modifications to our tutoring policies this year to improve student learning as a result of tutoring and to address the tutoring budget deficit we incurred during the 2012-13 academic year. Students earning a C or below will be eligible for college sponsored one-on-one tutoring. Students earning higher grades will not be eligible.
  - b. Advising
    - i. HLC Quality Initiative: This year's Quality Initiative Project emphasis is faculty development. Faculty will have the opportunity to self-evaluate their advising competencies, and faculty development opportunities will be coordinated to address areas in which advisors seek training and information.
    - ii. Majors Advising: Kristin will be meeting with departments to discuss a set of college wide advising outcomes as well as identifying specific departmental advising outcomes.
    - iii. First Year Advising Syllabus: First year advisors are using a First Year Advising syllabus this year. All students will be held accountable to the same first year advising outcomes and should come to major advisors with specific skills and knowledge outlined in the syllabus.
7. Curriculum & Enrichment Updates: Ratliff-Crain
- a. Summer School: The process for this year will be the same as this past with a minimum of 4 students for a class to proceed. Expect a call for courses in late October. Information about actual enrollments from summer 2013 will be sent to Department Chairs.
  - b. Will be Academic Affairs representative to: Gen Ed, EPC, GPG, Symposium, and Student Research committees

- c. Institute for Leadership and Service (ILS): Send requests to Jeff Ratliff-Crain
  - d. Symposia Days: Kristin is the primary Academic Affairs contact for Fall Symposium, but will shift to Jeff for Winter. Spring Symposium will combine Celebration of Learning and Celebration of Faculty Scholarship.
8. Faculty Development Updates: Farrar
- a. Faculty Development 2013-14: Stemming from the Faculty Development Working Group's recommendations last year, the Augustana Center for Teaching and Learning will become the Center for Faculty Enrichment. We will be searching for a (faculty) director and a faculty fellow, as well as looking for a physical space for the Center, this year.
  - b. We welcomed over 30 new faculty to campus with the New Faculty Orientation and will be holding Mentoring Circles for all new faculty in the months ahead.
  - c. We'll also be sponsoring writing retreats and brown bag lunches, as well as offering our blended learning/connections grants again. Information about these events and more will be circulated by email, as well as through a new Faculty Enrichment page in the Faculty Newsletter.
9. Updates: Lawrence
- a. PMA: \$1000 annually of which \$200 can be used for webinars
  - b. Searches: We overspent our search budget by 300% last year. We cannot have a repeat performance. The maximum departments can spend on dinner with the candidate will be capped at a total of \$250 per candidate whether the candidate is here for a day, two, or three. Please plan for dinner with members of the faculty accordingly. Departments can always use their own funds if available to supplement their search expenses.
  - c. Support staff for Academic Affairs: With the resignation of Sheila Hendricks in the Dean's office we are playing catch up on several fronts. Please be patient with us regarding course loads, and other matters that were handled by Ms Hendricks. Please ensure that all your faculty, particularly part-time faculty have received their appointment letters from our office. In addition, all overloads will be processed in April just as we did last academic year.
  - d. CEC: Ellen Hay will be transitioning from her role as Director of the CEC to HLC related activities (as chair of our Assessment committee) effective Jan 1, 2014 and the staff in CEC will report to Associate Dean Jeff Ratliff-Crain.
  - e. Position Requests: You should be hearing from me on your requests for positions by the end of August, 2013 (most likely) or the first week of September.
  - f. HLC: Please be aware that we are getting ready for the HLC visit in Fall of 2015-2 years from now. Our report is due to them in approximately 1 year 9 month. Lots of work to do and your HLC team is hard at work. Attached you will find the new HLC accreditation criteria and your colleagues who are serving on the writing committee. We need our faculty to be aware of the criteria and their role in contributing to the ways we demonstrate how we meet these criteria in everything that we do in our jobs.

10. Hand out Department Reports from 2013 Senior Survey: Salisbury
  - a. Provided Department chairs with the departmental reports from the 2013 senior survey data - results from individual department's majors and comparative data from the overall college results
  - b. Reminded department chairs that this is data that many used for departmental assessment processes; encouraged them to share with their faculty
  - c. Mark will be setting up meetings with each department to answer questions about the reports and help departments use the data for their own purposes
  - d. Indicated that electronic copies were also emailed to all department chairs

11. New Business, time for questions and discussion