

The DIETRICH School of Arts & Sciences Gazette

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Dietrich School of Arts and Sciences Planning and Budgeting Committee Minutes from the September 19, 2012 Meeting

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean W. Richard Howe, Associate Dean John Twynning, Associate Dean of Graduate Studies Kathleen Blee, Senior Director of Undergraduate Studies Judith McConaha, Interim associate Dean Cristina Ruggiero, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Director of Communications Carol Mullen, Professors James Cassing, David Waldeck, Randall Walsh and Andrew Weintraub, Staff Representative Karen Lillis, and Student Representative Julia Bursten.

NOT ATTENDING: Assistant Dean Barbara Vattimo, Professor Nathaniel Rosi, Staff Representatives Mary Beth Conroy and Georgia Spears.

1. The Dean reminded everyone that the meetings of the PBC and all information presented in them are confidential, except to the extent published in the minutes. This was accepted by all present.

2. Minutes of the meeting held on April 27, 2012.

Dean Cooper presented the minutes of the meeting held on April 27, 2012. Professor Randall Walsh moved that the minutes be accepted. The motion was seconded and the minutes unanimously approved.

3. Review of Response from Provost's PBC to the FY2013 Planning Document

Dean Cooper reviewed the suggestions of the Provost's PBC regarding the Dietrich School of Arts and Sciences Strategic Plan for FY 2013. That group identified the term 'developing strategies' as a placeholder, and urged the PBC to create more substantial plans in those areas. Dean Cooper also drew attention to the suggestion to provide trend data to

outline areas of improvement, and told the committee about Academic Analytics (AA), a company that provides a new approach to academic data based on collecting information from multiple sources that they tie to a unique identifier for each faculty member. The University has had a subscription to AA for two years and it is now time to find ways to use that information at the Dietrich School level. AA provides a wealth of data, but the structuring of the data has been a drawback prior to this year. New departmental classifications have now been introduced that will render the information more accessible and we expect to use the AA data as part of this year's planning process. The Deans are working with the departments this term to verify data.

4. Discussion of Report from Middle States Evaluation Team

The Middle States Evaluation of the University provides a valuable external perspective on the University, and it could be used as a background source for this year's planning documents that offers impartial insights into what we should be addressing through planning. The Dean drew the Committee's attention to page 6 of the Evaluation where the MSC commended the University for its culture of self-assessment and the support that it receives from the administrative level. The MSC found that the information gathered from the assessments was used to 'inform and guide the University's planning, resource allocation, and academic functions.' The University was also perceived as having implemented a strategy of decentralized assessment which allows flexibility for departments, regional campuses, and accredited programs.

The Dean alerted the Committee that Provost Beeson would be delivering a 'State of the University' style address at the Fall Full Faculty Meeting and encouraged attendance at the meeting.

5. Report on the Budget

Dean Cooper showed a PowerPoint presentation used with the Chairs and Directors, and began by pointing out that the Voluntary Early Retirement Program (VERP) drove a dramatic change in the budget that is new since the last PBC meeting. The prediction in June was that a third of eligible

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Minutes from the September 20, 2012 Meeting**

staff would take advantage of the VERP, but ultimately half accepted. The impact on the Dietrich School was powerful, but mild compared to the broader University impact. The Dean went on to elaborate on the long term strategy for dealing with the ramifications of the VERP, stating that following analysis of how we now use staff. The goal has been adopted that key technical functions should be at least 50% effort for each staff member involved—for example, no one does payroll as 10% of their effort. That guiding principle will result in many staff serving multiple departments, a dramatic change from the current model of having staff positions largely within departments. The goals for dedicated support of certain functions include: one FTE staff per 400 payroll records, and one FTE staff per 100-200 graduate students. Professor Walsh expressed concern about the workload involved for individual staff, but Executive Director for Staff Personnel Michele Colvard shared that these ratios are already being successfully implemented within the French & Italian and Hispanic departments as a pilot for this approach. Dean Cooper stated that the initial target for staff changes following VERP was to have changes made by September 1st, but that realistically restructuring will not be complete before January 1st. Many jobs will have to be reclassified and restructured to improve efficiency and functionality. Professor Walsh was concerned about cross discipline scaling of this plan.

Dean Cooper moved on to discuss the need to take advantage of vacancies arising in other ways that create opportunities to minimize the disruption of reorganization; we need to take the proper time to restructure, so as not to lay off staff unnecessarily. A model of this is the English department, where Executive Director for Staff Personnel Michele Colvard is working with the Chair to evaluate efficiency, restructure, and redefine jobs.

The Dean addressed questions after the presentation. Professor Waldeck inquired if there would be any funds in the FY 2013 budget for new initiatives. Dean Cooper responded that there may or may not be a line for academic initiatives in the budget, and if there were, it would be less than previous amounts and dependent on the support from the Commonwealth. Professor Walsh asked about the opportunity for the departments to restructure with the assistance of Dean's office, the way English has; Dean Cooper informed him that the Dean's office does plan on parlaying what they have learned with English into other departments.

In attendance: John Twynning (chair), Elizabeth Taylor (secretary), Rosemary Capo, Janelle Greenberg, Jude Hays, Jeffrey Hildebrand, Harry Sanabria, Anna Vainchtein, Anne Weis, Robert Beecher, Pooja Patel, Matthew Scahff, Alexander Zimmerman

Not attending: Adriana Helbig, Cecile Sun, Christopher Stavrakos

1. Minutes

Minutes from the meeting of April 19, 2012 were approved.

2. New Business

Dietrich School-UC reviewed a request from the Department of Mathematics and the Department of Philosophy to retire the Mathematics-Philosophy major. Given the low number of graduating majors in this program, Dietrich School-UC approved the request.

Dietrich School-UC reviewed a request from the Department of Mathematics and the Department of Economics to retire the Mathematics-Economics BA. The Mathematics-Economics BS is to remain active. Given the low number of graduating majors in the BA program, Dietrich School-UC approved the request.

Dietrich School-UC reviewed and approved new bylaws for the Center for Latin American Studies.

Dietrich School-UC reviewed and approved a proposal from the Center for Latin American Studies to create a new Latin American and Caribbean Studies BA.

*Clarification of the **Second Course in Literature, the Arts, or Creative Expression** Gen Ed.*

**Dietrich School of
Arts and Sciences Council
Minutes from the September 25, 2012 Meeting**

In Attendance: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Graduate Studies and Research Kathleen Blee, Associate Dean for Undergraduate Studies John Twyning, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, and Professors Daniel Balderston, Carol Colby, Kathleen DeWalt, Daniel Mosse, Mark Possanza, and Luca Rigotti, and Deane Root.

Not in Attendance: Professors Paul Glabicki, Joseph Grabowski, Brian Hanks, Stephen Manuck, and Scott Morgenstern.

1. Minutes of the meeting held on April 24, 2012

Dean Cooper presented the minutes of the meeting held on April 24, 2012. There was discussion of the accuracy of a statement claiming that Physics and Astronomy was to retire the BS and create a BA. Associate Dean Twyning will look into the accuracy of this statement. Professor Possanza asked if the wording of the statement about financial gains that the School would accrue on the suspensions of programs meant that these programs are closed and not suspended. Dean Cooper clarified that the discussion referred to the possibility that suspensions could transition into closings; in that case, there would be a financial impact. He indicated that the wording would be corrected. Professor Mosse moved that the minutes to be accepted as amended. Associate Dean Twyning seconded, and the motion was accepted by the council with the understanding that the statements with regard to the BA/BS in Physics and Astronomy would be clarified.

*Update on Physics and Astronomy – the programmatic changes are as follows :

- Changes in the BS in Physics that include creation of two new areas of concentration.
- Changes in the BS in Physics and Astronomy that include creation of two new areas of concentration.
- Retirement of the BA major in Physics and Astronomy and establishment of a new BA major in Astronomy with two areas of concentration.

2. Election of Arts and Sciences Council Member as Vice Chairperson to serve in Dean's absence

Associate Dean Blee nominated Senior Associate Dean Knapp. Associate Dean Knapp accepted the nomination, and the Council unanimously elected Senior Associate Knapp Vice Chair.

3. Appoint Arts and Sciences Council Member for the Humanities to Dietrich School PBC to a 3 year term

After some brief discussion, Professor DeWalt nominated Professor Balderston. Professor Balderston accepted the nomination and was duly elected by the Council.

4. Dean's Report

Tabled

5. Report from Arts and Sciences Undergraduate Council (Associate Dean Twyning)

Associate Dean Twyning reviewed the actions of the Dietrich School Undergrad Council. The Undergraduate Council approved a motion to retire the Mathematics-Economics BA; the Mathematics-Economics BS will remain active. The Undergraduate Council also approved a motion to retire the Mathematics-Philosophy BA. Bylaws for the Program of Latin American Studies were approved, as was the new BA for Latin American and Caribbean Studies. The Undergraduate Council also clarified a General Education Requirement description for Literature, the Arts, or Creative Expression to a second approved course. Faculty members were charged to review Overarching Matrices for General Education course assessment. Dean Cooper noted that this is an important stage in regards to the next round of reaccreditation—we are doing well on outcomes assessment, but we need to maintain momentum. Professor DeWalt moved that the report be accepted, and the Council concurred.

6. Report from Arts and Sciences Graduate Council (Associate Dean Kathleen Blee)

Associate Dean Kathleen Blee reported that the Graduate Council started reviewing responses from the suspensions of the Ph.D. programs in German and Classics and Religious Studies and discussed a new proposal from German to introduce a program in European Cultural Studies. Professor Balderston asked if this German program could include

students from Classics and Religious Studies, but Associate Dean Blee stated that this program is only in the preliminary stages. Professor Colby questioned why German would start a new program when one has just shut down, but Associate Dean Blee stated that the department is anticipating a time when students will be more interested in European integration, and the department is building on faculty strength and student interest. Professor Rigotti moved, Professor Mosse seconded, and the motion was accepted by Council.

7. Update on the Budget

The Dean discussed the FY13 budget, including the impact of the Voluntary Early Retirement Program (VERP) on the Dietrich School and the University at large, what the Dean's office had done to prepare for VERP, and what the Dean's office is doing now that the ramifications of the VERP are more concrete. Success in adjusting to lower staff levels will require stronger central support and management, as well as coordination with departments to ensure that the new positions are well defined and well structured. Preliminary planning had to be adjusted when it was determined that 50% of those eligible for VERP accepted the plan. Among the most effected University units was Human Resources, and that has been an impediment in bringing the staffing situation under control.

The University is receiving Commonwealth funding that is reduced from FY2011 but level with FY2012. It is helpful that there was not another round of reductions, but the tuition cap agreed to by the University could be a long term challenge to the University's funding.

Because costs have increased the University reduced school budgets for FY2013—the Dietrich School budget was reduced by \$1.0 million in staff salaries under the VERP and then by an additional \$1.8 million. The Planning and Budget document outlines some operational tactics for dealing with the limited budget, including going paperless, limiting alcohol to a maximum of 20% of TB expenses, and longer replacement cycles for computers. Strategically, the most important step for base reductions in the faculty salary budget will be strict limits on senior recruiting.

Professor Balderston warned from his experience at other universities about the danger of consolidating departments. Dean Cooper assured him that only departments in which a merger would make academic sense and the departments are willing would be pursued.

8. Slate for Nominating Committee

The Dean reviewed the charge of the Nominating Committee and the role of the Council in creating the slate for the Nominating Committee. Council created a priority list of nominees, and a Council member agreed to ask nominees to allow their names to go forward for the Nominating Committee.

9. Announce date and approve agenda items for Full Faculty Meeting

Professor Balderston suggested that Item 2 on the agenda be a discussion on the VERP and consequent appointments, and that Item 3 should be about the suspension of programs. Dean Cooper asked for Council's concurrence in a presentation by the Provost as the first Item for the Full Faculty Meeting. The date of November 2, 2012 was settled and the Dean agreed to adjust the agenda in line with Professor Balderston's comments.

10. Other Business

With no other business, the meeting was adjourned at 2:44 p.m.

Dietrich School of Arts and Sciences Undergraduate Council Minutes from the October 11, 2012 Meeting

In attendance: John Twynning (chair), Elizabeth Taylor (secretary), Rosemary Capo, Jude Hays, Adriana Helbig, Jeffrey Hildebrand, Anne Weis, Pooja Patel, Christopher Stavrakos, Alexander Zimmerman

Not attending: Janelle Greenberg, Harry Sanabria, Cecile Sun, Anna Vainchtein, Robert Beecher, Matthew Scahff

1. Minutes

Minutes from the meeting of September 20, 2012 were not approved and will be amended and presented at the October 25, 2012 meeting.

2. New Business

Dietrich School-UC reviewed and approved a proposal from

Dean Cooper of the Dietrich School of Arts and Sciences, Dean Holder of the Swanson School of Engineering, and the departments of Chemistry and Physics and Astronomy to create a new undergraduate NanoScience and Engineering Certificate.

Dietrich School-UC reviewed and approved a request from the departments of Computer Science and Mathematics to retire the Scientific Computing major.

Dietrich School-UC reviewed and approved the assessment matrix for the Second Language General Education Requirement.