

A&S GAZETTE

School of Arts and Sciences

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FACULTY RESEARCH GRANTS 2004 COMPETITION

(second notice)

The Faculty Grants Committee

announces that support will once again be available in fiscal year 2004-05 for Arts and Sciences faculty research projects in the humanities, social sciences, and natural sciences, including proposals of an inter-disciplinary nature.

The application deadline is
Friday, January 30, 2004,

though the Committee would appreciate having applications as soon as possible.

Individual grants will be made in two categories:

TYPE I. THIRD TERM RESEARCH STIPENDS of \$4,000 for research activities in lieu of teaching. The purpose of this type of grant is to enable faculty members to be free from teaching duties during the Third Term in order to work full time on research projects.

TYPE II. RESEARCH EXPENSE GRANTS in support of specific project expenses such as microfilming, research materials, travel to libraries and other sources of information and clerical assistance. Actual expenses from \$100 to \$3,500 will be considered. Full funding, even for successful proposals, cannot be guaranteed.

Eligibility is limited to tenure-stream or tenured Arts and Sciences faculty on the Oakland campus. Restrictions regarding eligibility for Type I and Type II funding are specified later in this announcement. Please read these carefully.

Applications for both types of grants must be received by the Committee Chair by Friday, January 30, 2004. No late proposals will be accepted. All applicants will receive confirmation that their application has been received. For Type II grants, no funds can be disbursed until July 1, 2004; however, the research projects of grant recipients may begin before that date. For Type I grants, stipends will be included with July 31, 2004 paychecks unless funds become available which may allow the stipends to be included in May and/or June salaries. Awards will be announced in the beginning of April. Unfortunately, this Committee cannot provide applicants with individual evaluations of proposals.

Application Format and Restrictions are explained in the following paragraphs of this announcement. Further information can be obtained from the Committee Chair, Charles Gochman, at 412-648-7271 or by e-mail at gochman@pitt.edu.

ELIGIBILITY AND APPLICATION PROCEDURE PLEASE FOLLOW THESE DIRECTIONS CAREFULLY!

TYPE I. THIRD TERM RESEARCH STIPENDS OF \$4,000

To be eligible for a Type I stipend the applicant must not be employed during the Third Term in any way which makes it impossible to devote maximum time to research. Priority is given to faculty in the lower ranks and to those who have not previously received such a grant. Research projects for which funds are generally available from other sources will receive low priority.

Application Format: The application consists of four parts: (1) A cover sheet and current CV, including mention of all previous grants with amount and year; (2) an abstract summarizing the proposal in simple terms; (3) the proposal itself; and (4) a title sheet and self-addressed (campus) envelope. No application will be accepted unless it contains a current CV.

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1. The cover sheet should be appended to a current CV and include the following information in the order listed here: (A) name of applicant, (B) faculty rank, (C) department, (D) university mailing address and extension, (E) applications pending or funding expected for the same period or the same research, (F) type of grant (I or II), and (G) title of research project. Please indicate previous funding, both internal and external. Faculty members who have received an FAS grant within the last 5 years should also submit a brief (1 to 2 paragraph) statement describing the results of the project(s) funded.
2. The abstract (100-200 words) should summarize the proposal in simple terms.
3. The proposal should be written in such a manner that members of the Committee who are not experts in your field can understand your proposal. Technical jargon should be avoided. Applicants are encouraged to bear in mind that the evaluators represent a wide range of disciplines in the Humanities, Natural Sciences, and Social Sciences. The proposal should contain: (A) a statement of the problem; (B) the objectives and expected significance of the research; (C) if applicable to your field, the relationship of the research to the present state of knowledge in the field (with appropriate bibliographic references), a description of your own related previous work or, for applicants in writing or the arts, representative samples of your work; and (D) methods or procedure (how you expect to reach the stated objectives) and, if applicable, a description of data collection techniques and analysis. The proposal itself should be limited to **six double-spaced pages including bibliographic references**. No offprints, photocopies, tapes or other examples of previous work should be enclosed. **Proposals that do not follow this format will not be reviewed.**
4. The title sheet and self-addressed envelope will be returned to the applicant to verify receipt of the proposal.

Copies: Twelve copies of the application should be sent to the Committee Chair, Charles Gochman, Department of Political Science, 4N29 Wesley W. Posvar Hall.

TYPE I. RESTRICTIONS

Faculty members who have contractual obligations, including cash advanced for writing, or those engaged in traditionally compensated Third Term teaching or administrative assignments, or with other University or sponsored research summer salary support, are not eligible for these grants.

Grants are not given for projects known to be lucrative commercial ventures, dissertation research or curriculum development.

TYPE II. RESEARCH EXPENSE GRANTS

Type II grants are given to cover specific research project expenses for which other sources of funding are not available. Priority is given to faculty in the lower ranks and to new research projects; however, well-justified expenses for successful projects in the later stages of development are also considered.

Application Format: The application format for a Type II grant is the same as for a Type I grant, with the addition of a detailed budget.

The Budget: On a separate page, the project expenses should be itemized and justified in reasonable detail. Travel expenses should be explained in detail; transportation costs will be limited to tourist class airfare. Applicants should submit the most recent airfare quotes from one of the University-designated travel agencies.

Copies: Twelve copies of the application should be sent to the Committee Chair, Charles Gochman, Department of Political Science, 4N29 Wesley W. Posvar Hall.

TYPE II. RESTRICTIONS

Type II grants are not given for:

- travel for the purpose of attending conferences or symposia
- projects known to be lucrative commercial ventures
- dissertation research
- curriculum development
- travel for purposes of research that is otherwise funded
- materials or equipment which can be borrowed or are readily available locally
- typing of manuscripts

Library materials acquired under a grant are to be deposited in the University library when they are no longer needed for the project.

ARTS AND SCIENCES FALL 2003 FACULTY MEETING MINUTES

THURSDAY, NOVEMBER 6, 2003 - 3:30-5:00 P.M.

The meeting commenced at 3:37 p.m.

1. Dean's Report (Dean N. John Cooper)

1. University of Pittsburgh alumnus **Paul C. Lauterbur** was selected to receive the 2003 Nobel Prize in Physiology or Medicine jointly with Sir Peter Mansfield of the University of Nottingham. Lauterbur is professor of chemistry, biophysics, and computational biology at the University of Illinois at Urbana-Champaign. Their work on magnetic resonance imaging (MRI) in the 1970s led to its modern use as a noninvasive and painless medical diagnostic tool. **Lauterbur, who earned the PhD degree in chemistry from Pitt in 1962**, created two-dimensional structural images in 1973 by introducing gradients into a magnetic field, then recording the emitted radio waves.
2. *Fallingwater Rising*, written by Pitt Professor of Art and Architecture **Franklin Toker**, was called a "contentious, rapt, utterly fascinating book about the Frank Lloyd Wright house and its history" by *New York Times* book critic Janet Maslin in a September 29 *Times* review. "Nothing about the way Fallingwater was built, conceived, influenced, or manipulated escapes the author's attention," Maslin wrote. Toker's book was also praised highly by Patricia Lowry, an architecture critic at the *Pittsburgh Post-Gazette*, in a September 25 review.
3. On October 30, *The New York Times* reported that **Seymour Drescher**, Pitt professor of history and sociology, had won the Frederick Douglass Book Prize. The prize is given annually and recognizes the best non-fiction book on slavery, resistance, or abolition. Drescher's book *The Mighty Experiment: Free Labor Versus Slavery in British Emancipation* (Oxford University Press) explores the British movement to end slavery. Drescher will be presented with the \$20,000 prize at the Yale Club in New York City on February 26. The Douglass Awards are given by the Gilder Lehrman Center for the Study of Slavery, Resistance, and Abolition in the Yale Center for International and Area Studies.
4. Tragic news: **Felice A. Kappel**, one of our top Arts and Sciences administrators, died October 13, 2003 in an automobile accident. She was the departmental administrator in Anthropology. Felice was to serve as our social science representative for the PBC. We are grateful that Phyllis Deasy, graduate secretary in Anthropology, has agreed to serve Felice's term.

Professor Emeritus **Theodore O. Windt**, a preeminent scholar of the American presidency who developed the first presidential rhetoric undergraduate courses in the country at Pitt more than 30 years ago, also died October 13. Ted was a professor of political rhetoric and former chair of Pitt's Department of Communication.

5. From state point of view, there is no budget. Board of Trustees gave up holding out for state, and gave University operating budget, based on assumed 5% cut in state appropriation. Universities and secondary education are in non-preferred status. There is no motion from Harrisburg. 3% increment in salary budget, fully satisfactory 1.5%, departmental merit funds 0.7%, total available to departments 2.2%.

2. Report on Undergraduate Studies (Associate Dean Patricia Beeson)

1. Goals regarding undergraduate programs:

- Translate faculty expertise in research, scholarship, and creative endeavors into excellence in the undergraduate program, through curricular provisions and engagement of faculty and students
- Recruit students best able to take advantage of this expertise
- Provide support services that allow students to achieve their potential

2. Undergraduate curriculum/engagement:

Departments have submitted plans to incorporate changes that came from the curriculum review, including increased emphasis on undergraduate research and scholarship, capstone experiences, and the integration of writing, speech, information technology, and quantitative reasoning across the curriculum.

To further engage faculty we have instituted a new Classic Clips video series featuring A&S faculty in the classroom. Weekly e-mails will be sent to faculty directing them to the latest Classic Clip.

We have also started a new, long-term workshop to help faculty integrate speech and writing into existing classes.

Freshman Programs revamped to focus on getting freshmen to think about why they are here, what they can get out of a liberal education, and how best to take advantage of university resources. We have also instituted a new freshman lecture series featuring our faculty. These lectures are intended to

acquaint students with the research of our faculty in the traditional academic lecture format.

This spring we are starting a new First Experiences in Research program that will provide second-term freshmen with the opportunity to work as research assistants for our faculty.

Last spring we started a Small Grants program that provides grants of up to \$500 to support travel, research supplies, etc. Over the summer several hundred students from Pitt and across the country are on campus to work with our faculty as part of summer REU programs funded through NSF and NIH. This past summer we provided support for these programs such as organizing housing, meals, etc., in addition to providing six summer research fellowships of \$3,000 each.

Report on Freshmen class and enrollments: The increase in applications over the past three years has allowed us to be more selective, as indicated by the dramatic improvements in SATs and rank in class. So far this year, applications are up 30% over last year at this time. In order to ensure that we do not exceed our enrollment targets, OAFA is being very restrictive in who is admitted and admission decisions on all but the very top are being deferred until we have a chance to see seventh semester grades.

The overall size of the student body is about 9,700 FTE. This is a purposeful reduction from the 9,900 last year as we try to bring the size of the student body in line with the size of the faculty.

3. Support Services (large investments over the past five years):

Last year we announced the new Academic Support Center; this year the ASC, in collaboration with the Department of Mathematics, opened a new Math Assistance Center. Well over 100 students per day are stopping in for help.

The Advising Center is staffed with full-time, professional advisors, and students are required to meet with them three times per term for (1) a group meeting—administrative; (2) 45 min. advising (goals, etc.); (3) 30 min. registration.

Our advising center is now recognized nationally as one of the cutting edge centers. This fall, NACADA published a manual on “best practices in advising” which featured the professional development program of the CAS Advising Center as one of the “best practices.” We are now trying to work with departments to insure that advising in all disciplines and at all levels is of the highest quality.

The University has signed a contract with People-Soft to replace ISIS. Full implementation is expected by fall 2005.

3. Report on Graduate Studies (Associate Dean Steven Husted)

Enrollment Numbers for Fall 2003			
	<i>Highest Since Fall 1998</i>		
	<u>2001</u>	<u>2002</u>	<u>2003</u>
Hum	509	513	494
Nat Sci	632	687	720
Soc Sci	291	270	275
All	1,432	1,470	1,489

There is no evidence that there has been any problem with international student visas.

Number of International Graduate Students		
<u>2001</u>	<u>2002</u>	<u>2003</u>
458	490	519

Part of the reason for the increase is the phenomenal success our departments have had in attracting online applications. Last year 3,300 prospective students applied online.

Other news:

1. With the help of the Provost we have converted a number of TA positions into fellowship lines, and we have been able to create additional fellowship lines. All told, about 1/5 of our incoming students came in with first-year A&S fellowship funding.
2. A&S now has three departments (English, History, Neuroscience) participating in the Carnegie Initiative on the Doctorate. Only Ohio State and Duke have more. We're tied with the Universities of Michigan and Illinois.
3. We have now approved a joint graduate program with SOM in biophysics. This has now gone to the Provost for final approval. We expect to admit students beginning next year. We are in discussions with SOE about a new joint graduate program in computer engineering. We are also in discussions with SOM about a joint program in molecular biology.

4. Implementation of Name Change (Dean N. John Cooper)

- The faculty did vote to recommend to change the name from Faculty and College of Arts and Sciences to the School of Arts and Sciences
- Name has changed multiple times
- Cannot use SAS because of Semester-at-Sea
- Bylaws changed
- Letterhead as needed
- Electronic rollout will occur in phases—initial semantic change followed by more significant Web overhaul
- Undergraduate marketing will not change until recruiting begins for 2005
- Class numbers and student records will not change until new student data system comes online

5. Election of A&S Nominating Committee (Dean N. John Cooper)

A quorum was not present to conduct business, so by unanimous vote, the election of the AY 2004 A&S Nominating Committee was sent to mail ballot.

6. A&S-PBC Report on Strategic Plan FY2004 - *Looking to the Future*

The Provost and the Board of Visitors were both very pleased with the AY 2004 Planning Document and appreciated its strategic nature. The main task will be working on information technology in the classroom.

7. Other Business

There was no other business.

The meeting adjourned at 4:15 p.m.

A&S COUNCIL MEETING MINUTES

FRIDAY, OCTOBER 3, 2003 - 11:00 A.M.-12:30 P.M.

In Attendance: Dean N. John Cooper; Associate Deans Patricia Beeson, Steven Husted, and James Knapp; Assistant Dean Michelle L. Amato; Professors Joseph Alter, Barry Ames, Daniel Berkowitz, John Beverley, Carson Chow, Nancy Condee, Linda Jen-Jacobson, Rami Melhem, Stephen Meriney, and Franklin Toker; Mr. Richard Clarke and Ms. Tiffany Turner

Not Attending: Associate Dean W. Richard Howe; Professors Joseph Adjaye and Delanie Jenkins

1. Minutes of the April 2, 2003 Meeting

It was moved and seconded that the minutes of the previous meeting of A&S Council be approved. The motion was carried by unanimous vote.

2. Dean's Report

a. Dean Cooper said that the University trustees have taken the position that they will not adopt the University budget until the Commonwealth appropriation is announced. However, the Commonwealth has not yet passed its budget. It is expected that there will be a resolution of this matter this month. Salary reviews and adjustments, if any, will be retroactive to September 1 or July 1 depending on individual contracts. The current likelihood is that there may be a 5% reduction in the University's appropriation. Arts and Sciences is fortunate in that other elements of the school's finances are doing well. Dean Cooper reminded Council that Entity 5 research expenditures are the only reliable way to measure success in raising external grants and contracts. In FY 2002, A&S research expenditures increased by an impressive 5.5% to \$34.4 million, and Dean Cooper said that he was delighted to report that this success has been followed by a breakthrough year, in which sponsored research expenditures for FY 2003 increased by 18.5% to \$40.8 million.

b. *Fallingwater Rising*, written by Pitt Professor of Art and Architecture **Franklin Toker**, was called a "contentious, rapt, utterly fascinating book about the Frank Lloyd Wright house and its history" by *New York Times* book critic Janet Maslin in a September 29 *Times* review. "Nothing about the way Fallingwater was built, conceived, influenced, or manipulated escapes the author's attention," Maslin wrote. Toker's book was also praised highly by Patricia Lowry, an architecture critic at the *Pittsburgh Post-Gazette*, in a September 25 review.

3. Election of A&S Council Member as Vice Chairperson to Serve in Dean's Absence

Dean Cooper referred to the list of A&S Council members. He reminded members that in Section III.7 of the A&S Bylaws, it states that "Council shall elect one of its members each year to be Vice Chairperson, who shall preside at the meetings of A&S Council and of the faculty in the absence of the Dean."¹ Dean Cooper asked for nominations or volunteers for the position of Vice Chairperson. He said that James Knapp, Associate Dean for Faculty Affairs, had been the Vice Chairperson for the previous year. James Knapp was nominated for this position, and the nomination was seconded. There being no other nominations, Associate Dean Knapp was unanimously re-elected as Vice Chairperson of the A&S Council.

4. Report on Name Change of Arts and Sciences

Dean Cooper announced that this committee is now the A&S Council—as of August 25, 2003—and FAS is now officially the School of Arts and Sciences. Dean Cooper briefly described the process of approval of this proposal. He outlined the historical progression of name changes within Arts and Sciences, from the College of Liberal Arts in 1845, through the School of Liberal Arts and Divisions of Humanities, Natural Sciences and Social Sciences, to the Faculty of Arts and Sciences and the College of Arts and Sciences. Dean Cooper enumerated the practical implications of the renaming process, including changes in the Bylaws (immediate), letterhead and other stationery (as needed), and electronic media resources affecting marketing and the registrar's office. Dean Cooper reported that he would be meeting with the Office of the Provost, the Director of Marketing, and the Registrar to discuss the implementation of these changes. He pointed out that the electronic rollout is the critical issue, since the prospectus will be viewed on the University's Web site. The last sections to implement the change will be in undergraduate marketing and electronic records—this year's CAS recruiting materials have already been printed, and the new student data system is not expected to be online until summer 2005.

5. Report from A&S Undergraduate Council (Formerly the CAS Council)

Associate Dean Beeson presented her report on undergraduate studies, including the following points:

- a. Associate Dean Beeson presented a profile of the entering undergraduate class for the fall term 04-1. She reported that there were 2,185 freshmen accepted, which is down from the 2,450 of 2002. The

target total enrollment for CAS is about 850 fewer than the present enrollment. This reduction would take pressure off the upper-level classes, and would result in a more desirable student/faculty ratio. Associate Dean Beeson said that the increase in applications has allowed OAFA to be more selective in the admissions process. As a result, there has been a 20 point increase in the average SAT scores of incoming students this year. More than 60% of freshmen were in the top 20% of their high school class, and another 20% went to high schools that do not rank students. Anecdotally, faculty members have reported that their new classes are indeed more lively and engaged.

- b. Using a PowerPoint presentation, Associate Dean Beeson showed a comparison of freshman classes by SAT scores and rank in high school class in 1997 and 2002. She pointed out that there has been an upward shift in average class scores. It was also noted that applications have increased dramatically, admissions have been more selective, and as a result, students have been applying earlier.
- c. Implementation of curricular changes: Associate Dean Beeson said that reports had been received from departments regarding the implementation of curriculum changes. She said that these reports had been reviewed with the curriculum committee and letters of response were to be sent to the departments that week. Most faculty are attempting to match the curriculum to the strengths of the students.
- d. Undergraduate Research: Associate Dean Beeson reported that surveys of incoming students showed that more students are expecting to be involved in research or to enter graduate school. In the area of undergraduate research, Associate Dean Beeson said that her committee had initiated moves to engage students very early in research; efforts were being made to encourage students to think about it in their first year. Student Orientation is becoming an orientation to academic life. Part of this process includes a freshman lecture series on research by three of the University's outstanding researchers—Marcia Landy (English), Bard Ermentrout (Mathematics), and Janelle Greenberg (History). Parallel with this is the new "First Experiences" program, in which students are working with faculty in research. To date, over 65 faculty members (mostly from Humanities and Social Sciences) have offered to take part in this program.

Dean Cooper asked the members of the A&S Council to accept Associate Dean Beeson's report. This motion was carried unanimously.

1. *A&S Gazette*, Vol. 35, No. 1, September 15, 2003, p.2.

6. Report from A&S Graduate Council (Formerly the FAS Graduate Council)

Associate Dean Husted's report included the following announcements and reports:

- a. Graduate student enrollments for fall 04-1 are slightly increased from last year.
- b. Regarding the Carnegie Foundation's review of doctoral programs, Associate Dean Husted reminded the Council that in the previous year, the Department of English had been chosen by the Carnegie Foundation to be one of the departments who would meet with them to talk about curricular issues and doctoral training, and how it should proceed in future years. This initiative has been extended to include participants in eight disciplines, including English, History and Neuroscience. These three departments from our school applied and were accepted. The University of Pittsburgh is one of five schools that are represented by three or more departments as key players in the project.
- c. Associate Dean Husted said that the A&S Graduate Council had addressed two proposed changes for existing programs in A&S:
 - i. A proposal to identify specific areas of concentration in an existing program in East Asian studies. This proposal comprised a request to identify specific areas of concentration—China or Japan—because of language requirements. A&S Graduate Council has approved this proposal.
 - ii. A proposal to create an interdisciplinary PhD program in Molecular Biophysics. Associate Dean Husted said that currently, the A&S Department of Biological Sciences has a concentration in Molecular Biophysics, and has some faculty research in this area. Dean Husted outlined the history of this proposal. He said that there were approximately 50 faculty members across campus whose primary research focus is related to molecular biophysics. There has been discussion for some time regarding the development of a joint PhD program between the Arts and Sciences and the School of Medicine. This proposal has been approved by the School of Medicine, and the Chairs of Biological Sciences, Chemistry and Physics expressed strong support. It is hoped that this program can be launched in fall of 2004. The PhD degree in this program would be a new major in Medicine and in Biological Sciences, similar to the inclusion of Neurobiology within the Neuroscience Department. Students would apply to the Biophysics program within either Medicine or Arts and Sciences.

It was moved and seconded that this report be accepted, and that the proposals be approved. The motion was passed unanimously.

7. Slate for Nominating Committee

Dean Cooper summarized the role of the A&S Nominating Committee, and read the relevant sections from the A&S Bylaws (A&S Bylaws, Section III.13).² He reminded Council that a slate of candidates was to be advertised as per the Bylaws, and presented at the fall meeting of the faculty of the School of Arts and Sciences, after which the Nominating Committee of six members (two from each division of Arts and Sciences) shall be elected by ballot. The faculty member with the most votes from each Division also serves as an A&S representative on the Senate Committee for Elections for a two-year term. Dean Cooper outlined the duties of the Nominating Committee and the charge to that Committee, so that members of the A&S Council would be able to explain this involvement to nominees from their division. Dean Cooper also pointed out that faculty members who served on the Nominating Committee in the previous year are not eligible to serve this year. He then asked for nominations from A&S Council of suitable candidates for the Nominating Committee, and said that as many departments as possible should be represented on the slate of nominees.

A&S Council members then prepared a rank ordered list of nominees for the Nominating Committee. One A&S Council member from each division agreed to contact these nominees to ascertain their willingness to serve if elected.

8. Date and Agenda Items for Full Faculty Meeting

It was decided that the fall full faculty meeting would be held on Thursday, November 6, 2003, at 3:30 p.m. Dean Cooper presented the draft agenda for this meeting, to include the following items: Dean's Report, Reports from Associate Deans Beeson and Husted, Report on the Implementation of the Name Change of Arts and Sciences (Dean Cooper), Election of the Nominating Committee, Report from the A&S Planning and Budget Committee on the Strategic Plan FY 2004—*Looking to the Future*, and any other business. A motion to accept the proposed agenda was carried unanimously.

9. Appointment of A&S Council Member from Humanities to A&S Planning and Budget Committee

Dean Cooper outlined the structure of the membership of the A&S Planning and Budget Committee and said the elected members serve three-year terms on the PBC. He pointed out that the three-year appointment of

2. As published in the *A&S Gazette*, Vol. 35, No. 1, September 15, 2003.

David Wilkins has concluded, and that it is necessary to elect a member of the A&S Council from the Humanities division to take his place on the PBC. Professor Delanie Jenkins was elected to take this position.

10. Explanation of Status of CGS Advisory Committee

Dean Cooper reminded Council that three of the four A&S representatives on the CGS Council are elected, and that one is appointed by the Dean on the recommendation of Council. He pointed out that the current appointed member is entering the second year of her two-year term, and that no new appointee was needed this year.

11. Other Business

There being no further business, the meeting was adjourned at 12:40 p.m.

A&S COUNCIL MEETING MINUTES

FRIDAY, NOVEMBER 7, 2003 - 11:00 A.M.-12:30 P.M.

In Attendance: Dean N. John Cooper; Associate Deans Patricia Beeson, Steven Husted, and James Knapp; Assistant Dean Michelle L. Amato; Professors Joseph Alter, Barry Ames, Daniel Berkowitz, John Beverley, Carson Chow, Nancy Condee, Stephen Meriney, and Franklin Toker; Ms. Tiffany Turner

Not Attending: Professors Joseph Adjaye, Linda Jen-Jacobson, Delanie Jenkins, and Rami Melhem; Mr. Richard Clarke

1. Minutes of the A&S Council Meeting Held on October 3, 2003

Associate Deans Patricia Beeson and Steven Husted made corrections to their reports as recorded in those minutes. It was moved and seconded that the minutes of the meeting of A&S Council held on October 3, 2003 be approved as amended. The motion was carried by unanimous vote.

2. Dean's Report

Dean Cooper presented his report, including the following points:

- a. The University Trustees adopted the budget in late October on the assumption that the Commonwealth appropriation would be reduced by 5%. Dean Cooper outlined the details of the salary pool increase. He pointed out however that there were still no signs of forward motion in Harrisburg, a situation that could not have been foreseen in July.

- b. Regarding the formation of the Arts and Sciences Nominating Committee, Dean Cooper said that in the absence of a quorum at the full faculty meeting held on the previous day, the faculty members present referred the election of the Nominating Committee to a written ballot.

- c. Dean Cooper expressed his regret at having to report the tragic news that Professor Emeritus Theodore O. Windt, a preeminent scholar of the American presidency who developed the first presidential rhetoric undergraduate courses in the country at Pitt more than 30 years ago, died on October 13, 2003. Ted was a professor of political rhetoric and former chair of Pitt's Department of Communication. On the same day, Felice Kappel, one of our top A&S administrators, died in an automobile accident. She was the departmental administrator in Anthropology.

- d. On a more cheerful note, Dean Cooper said that University of Pittsburgh alumnus Paul C. Lauterbur was selected to receive the 2003 Nobel Prize in Physiology or Medicine jointly with Sir Peter Mansfield of the University of Nottingham. Lauterbur is professor of chemistry, biophysics, and computational biology at the University of Illinois at Urbana-Champaign. Paul's work on magnetic resonance imaging (MRI) in the 1970s led to its modern use as a noninvasive and painless medical diagnostic tool. Lauterbur, who earned the PhD degree in chemistry from Pitt in 1962, created two-dimensional structural images in 1973 by introducing gradients into a magnetic field, then recording the emitted radio waves.

- e. Dean Cooper noted that on October 30 *The New York Times* reported that Seymour Drescher, Pitt professor of history and sociology, had won the Frederick Douglass Book Prize. The prize is given annually and recognizes the best non-fiction book on slavery, resistance, or abolition. Drescher's book *The Mighty Experiment: Free Labor Versus Slavery in British Emancipation* (Oxford University Press) explores the British movement to end slavery. Drescher will be presented with the \$20,000 prize at the Yale Club in New York City on February 26, 2004. The Douglass Awards are given by the Gilder Lehrman Center for the Study of Slavery, Resistance, and Abolition in the Yale Center for International and Area Studies.

3. Report from A&S Undergraduate Council

Associate Dean Patricia Beeson's report on undergraduate education included the following:

- a. The A&S Undergraduate Council has met twice since the last A&S Council meeting, and has discussed the report of the *ad hoc* committee reviewing the language requirement. More data is still being gathered.

- b. A&S-UC has approved a new course designed to give credit to students who participate in the First Experiences program.
- c. Regarding enrollments and applications: OAFAs are now in the sixth week of the admissions process. The applicant pool has become more competitive, with an obvious shift in the paper qualifications of applicants. It is anticipated that there will be an increase of about 10% over last year's applications in addition to the upward trend in the quality of incoming students. Final decisions regarding admissions are being delayed until we have a better sense of the overall application pool. The retention rate is presently around 87%; Arts and Sciences is aiming for a 90-92% retention rate. A motion to accept this report was carried.

4. Report from A&S Graduate Council

Associate Dean Steven Husted said that as the A&S Graduate Council had not met during the preceding month, there were no actions to report. A motion to accept this report was carried.

5. Other Business

There was some discussion regarding the process of admitting international students and their obtaining visas in the present environment. The University's Office of International Services has established a more formal schedule for paperwork submission, since the current environment is one in which they need to have a lot of lead time to get paperwork processed, and this has raised concerns about possible delays. It was noted, however, that numbers of foreign students on the Oakland campus are actually up slightly, which suggests that, if there was a problem, it has been overcome. It was noted that there are continuing problems associated with the visa process for specific countries. It was suggested that an update on these matters be sought for discussion at the next meeting, including a report on what can and cannot be addressed and/or changed. It is anticipated that there could be difficulties with visas for faculty recruiting in the coming year because of upcoming changes in H1B quotas.

There being no further business, the meeting was closed at 11:32 a.m.

A&S PLANNING AND BUDGETING COMMITTEE MEETING MINUTES

FRIDAY, OCTOBER 10, 2003 - 10:00-11:30 A.M.

In Attendance: Dean N. John Cooper; Associate Deans Patricia Beeson, Steven Husted, and James Knapp; Assistant Dean Barbara L. Vattimo; Professors Carson Chow, Nicole Constable, Stuart Hastings, Evelyn Rawski, and Laura Ruetsche; Ms. Felice Kappel, Mr. Jason Morris, Ms. Dorothy Shallenberger, and Mr. Jamie Tarpley

Not Attending: Associate Dean W. Richard Howe, Assistant Dean Michelle L. Amato, Professor Delanie Jenkins, Ms. Kristen Flanagan, and Ms. Patricia Henry

1. Minutes of the Meeting Held on March 17, 2003

Dean Cooper welcomed everyone and introduced new members. The minutes of the meeting held on March 17, 2003, were reviewed. It was moved and seconded that these minutes be approved. Motion was carried.

2. Dean's Announcements

a. Report on Name Change: Dean Cooper announced that this committee is now the A&S PBC—as of August 25, 2003—and FAS is now officially the School of Arts and Sciences. He outlined the historical progression of name changes within Arts and Sciences, from the College of Liberal Arts in 1845, through the School of Liberal Arts and Divisions of Humanities, Natural Sciences and Social Sciences, to the Faculty of Arts and Sciences and the College of Arts and Sciences. Dean Cooper enumerated the practical implications of the renaming process, including changes in the Bylaws (immediate), letterhead and other stationery (as needed), and electronic media resources affecting marketing and the registrar's office. Dean Cooper reported that he had attended a meeting with the Office of the Provost, the Director of Marketing, and the Registrar to discuss the implementation of these changes. He pointed out that the electronic rollout is the critical issue, since the prospectus will be viewed on the University's Web site. The last sections to implement the change will be in undergraduate marketing and electronic records—this year's CAS recruiting materials have already been printed, and the new student data system is not expected to be online until summer 2005.

b. Dean Cooper said that he was delighted to announce that University of Pittsburgh alumnus **Paul C. Lauterbur** was selected to receive the 2003 Nobel Prize in Physiology or Medicine jointly with Sir Peter Mansfield of the University of Nottingham. (Lauterbur is professor of chemistry, biophysics, and computational biology at the University of Illinois at Urbana-Champaign.) Their work on magnetic resonance

imaging (MRI) in the 1970s led to its modern use as a noninvasive and painless medical diagnostic tool. Lauterbur, who earned his PhD degree in chemistry from Pitt in 1962, created two-dimensional structural images in 1973 by introducing gradients into a magnetic field, then recording the emitted radio waves. He was honored as a distinguished alumnus by the Department of Chemistry in 2000, and was awarded a bicentennial medal in 1987.

- c. *Fallingwater Rising*, written by Pitt Professor of Art and Architecture **Franklin Toker**, was called a "contentious, rapt, utterly fascinating book about the Frank Lloyd Wright house and its history" by New York Times book critic Janet Maslin in a September 29 Times review. "Nothing about the way Fallingwater was built, conceived, influenced, or manipulated escapes the author's attention," Maslin wrote. Toker's book was also praised highly by Patricia Lowry, an architecture critic at the Pittsburgh Post-Gazette, in a September 25 review.
- d. Recruitment: Dean Cooper said that last year was a successful year in recruitment. Forty-seven tenured/tenure stream searches were authorized for September 1, 2003 appointment, and 24 new colleagues have been recruited. We succeeded in maintaining the high level of diversity that we have maintained in recruitment over the last few years, and 38% of our 24 new colleagues are female, two (8%) are African or African American, and one is Hispanic.
- e. Board of Visitors: The May 19 and 20, 2003 Board of Visitors meeting was highly successful. Dean Cooper said that the Planning and Budget Committee is particularly important to the Board of Visitors program, because the PBC produces the planning document that is a natural core for the presentation to the Board of Visitors. The Board of Visitors strongly endorsed the Arts and Sciences planning strategies and said it looks forward to reviewing the implementation of the strategies next year as we continue our pursuit of excellence.
- f. Research Expenditures: Dean Cooper said that Entity 5 research expenditures are the only reliable way to measure success in raising external grants and contracts. In FY 2002, A&S research expenditures increased by an impressive 5.5% to \$34.4 million, and Dean Cooper said that he was delighted to report that this success has been followed by a breakthrough year, in which sponsored research expenditures for FY 2003 increased by 18.5% to \$40.8 million.

3. Report on the Budget

Dean Cooper reported that A&S does not yet have a budget, because the Commonwealth has not provided

an appropriation for support of the University. He pointed out that the University cash flow is front-loaded with tuition fees, but there are some school districts which rely on the Commonwealth appropriation for as much as 40% of their budgets. The University Trustees have so far decided not to set a University budget until the appropriation has been decided.

4. Response of the Provost and the Provost's PBC to the FY2004 Plan

Dean Cooper distributed copies of the response from the Provost, and pointed out that this is a confidential document. He asked the members of the PBC to respect the confidentiality of this position and the matters discussed at PBC meetings. There was a short discussion regarding the highlights of this response.

5. Planning Strategy for FY2005

Dean Cooper suggested that it seemed clear that both the Board of Visitors and the Provost consider the approach taken in this year's A&S Planning Document to be a major innovation. He reminded those present of the statement of vision for the next five years written in March 2003, which expresses the intent to:

Build on our strengths and become increasingly recognized as a faculty who are national and international leaders within humanities, natural sciences, and social sciences, and who excel in translating their expertise into top-quality graduate programs and a superb, highly selective liberal arts undergraduate program that integrates traditional disciplines with interdisciplinary and international perspectives and takes advantage of the breadth of the University and of our urban development.

There was some discussion regarding the measure of success of research universities, and the ranking of the University of Pittsburgh in such comparisons. Dean Cooper also explained the "state-related" status of the University of Pittsburgh as compared to the status of a fully state-controlled university. It was noted that the actions of the Provost and the Chancellor are on track to make the University one of the top 25 research universities in the country, building on our status as one of the 60 research universities in the A.A.U. It was noted that the Provost's strategic emphases related to rankings include: academic reputation, quality of undergraduate education, research excellence, culture of engagement, and an international perspective.

Dean Cooper then listed the goals of Arts and Sciences for faculty recruitment for the next five years, and outlined strategies proposed to reach academic goals. There was some discussion regarding the use of information technology in the classroom and the development and improvement of Web sites.

6. Report from A&S Graduate Council (Formerly the FAS Graduate Council)

Associate Dean Steven Husted made the following announcements, and then introduced discussion of a proposal for a new joint program:

- a. Associate Dean Husted reported on the program initiated about 14 months ago by the Carnegie Foundation to identify about six academic departments in a small set of Universities to work with them to review doctoral training. This initiative called for participants in eight disciplines, including English, History and Neuroscience. These three departments from our school applied and were accepted. The University of Michigan is the only other school that is represented by as many departments as key players in the project.
- b. As announced last year, in December of 2002, the Provost approved a number of Arts and Sciences proposals for academic initiatives including one proposal to allocate \$325,000 to support new fellowships. Associate Dean Husted said that about 25 new fellowships had been created as a result of this proposal. Some have been reserved for new programs. These include programs in Molecular Biophysics, and Computer Engineering, and several important new programs could be developed within the next few years.
- c. Proposal for Joint Program in Molecular Biophysics: Associate Dean Husted outlined the history of this proposal, copies of which were circulated to PBC members prior to this meeting. He said that the proposal had been approved by A&S Graduate Council, and pointed out some amendments that would be made to the budget associated with this proposal. He also noted that with the award of available grants money and the support of the School of Medicine, it was expected that this program would be low-cost for A&S. Associate Dean Husted asked members of the A&S PBC for approval of his report and of this proposal. A motion was passed to that effect. Associate Dean Husted said that this approval completed the process for re-activating this track, which would begin in the fall term of 2004.

7. Report from A&S Undergraduate Council (Formerly the CAS Council)

Associate Dean Patricia Beeson reported on the ongoing planning to improve the educational experience for undergraduates in Arts and Sciences. She outlined the strategies being employed to ensure that a quality undergraduate education was provided to students in A&S. These included:

- a. Ensure that faculty expertise is translated into the undergraduate program;

- b. Recruit and enroll students best able to take advantage of this program;
- c. Provide resources and environment that are conducive to teaching and learning, including high quality student support services.

Associate Dean Beeson presented current data regarding the successful recruiting of quality students, and described positive changes in the characteristics of the incoming class. She reported that surveys of incoming students showed that more students are expecting to be involved in research or to enter graduate school. A policy of lower admissions numbers has enabled CAS to control the admissions process. Enrolments of first year students have been reduced from 2450 two years ago to 2185 this year.

It was noted that videos are being produced of faculty members who have won awards, as well as those faculty who are doing something innovative in their classroom teaching. These will be made available to A&S faculty.

Associate Dean Beeson reported that in the area of Student Support Services, several changes have been made. Teaching Assistants are present in labs more to be available to students. Centralized advising is now done by full-time professional advisors, and the professional development of advisors with national organizations is being encouraged. The advising center has now begun to get national recognition. Associate Dean Beeson reported, for example, that Barbara Mellix has been asked to write a chapter for a national monograph on best practices in advising, and has also been asked to be on the advisory board for the next monograph. The next step in this process will be to assist departments in reviewing and improving their advising practices.

In the area of undergraduate research, Associate Dean Beeson said that her committee had initiated moves to engage students very early in research; efforts were being made to encourage students to think about it in their first year. Student Orientation is becoming an orientation to academic life. Part of this process includes a freshman lecture series on research by three of the University's outstanding researchers—Marcia Landy (English), Bard Ermentrout (Mathematics), and Janelle Greenberg (History). Parallel with this is the new "First Experiences" program, in which students are working with faculty in research. To date, over 65 faculty members (mostly from Humanities and Social Sciences) have offered to take part in this program.

Dean Cooper thanked Associate Dean Beeson for her report, and asked that it be accepted by the meeting. The motion was carried.

8. Other Business

There being no further business, the meeting was closed.

**A&S GRADUATE COUNCIL
MEETING MINUTES
SEPTEMBER 19, 2003**

Attendees: Michele Belfort, Bobby Chamberlain, Kate Dimitrova, D. John Hillier, Steven Husted, Margaret Kerr, John Markoff, Jason Morris, Kirk Savage, Robert Walters, and Robert Youker. Not in Attendance: Patrick Card and Robert Hayden (Sabbatical).

1. Welcome to new and continuing members.
2. **Mission of the Arts and Sciences Graduate Council.** Associate Dean Husted presented the mission of the Council to its members.
3. **Selection of At-Large Member for UCGS.** Since there were no volunteers from current members, Associate Dean Husted will contact former members for this two-year position and get back to the Council on who has accepted.
4. **Selection of Non-Voting President for the Academic Integrity Board.** Husted quoted pertinent information regarding this position from the Academic Integrity booklet. Professor Kirk Savage from the Department of History of Art and Architecture volunteered.
5. **Proposal for Cross Campus Molecular Biophysics Program** was presented to the Arts and Sciences Graduate Council by Steven Husted and then summarized by guest, Professor John Rosenberg from the Department of Biological Sciences, who is chair of its Steering Committee. Associate Dean Husted explained that this proposal was one of potentially three joint programs between Arts and Sciences and other schools. The Medical School and the School of Arts and Sciences have received real interest, support and encouragement from the administration and would like to put this program in place by fall of next year. The School of Medicine Graduate Council approved this proposal during the summer semester.

In summary, Professor Rosenberg indicated that a group of 30 faculty members in the Pittsburgh area have research interests in the study of biological problems on a molecular level. Although these faculty share interests, there is no formal graduate program in this area.

This proposal addresses that training gap. The proposal calls for support for first year fellowships and the Deans of the two schools have agreed to provide this funding. Support in latter years of study will be provided from grants.

Associate Dean Husted suggested that faculty from all departments involved be polled to see if anyone has any major concerns; he then asked for a motion to approve the proposal subject to the faculty being polled. Council member made the motion, it was seconded and members unanimously approved the proposal with the stipulation indicated.

6. **Adding Areas of Concentration for IDMA program.** Associate Dean Husted explained that this is an interdisciplinary program that is run out of East Asian Languages and Literatures. It enrolls approximately ten students a year. Current study has to be something related to either China or Japan and they are now proposing to identify these as areas of concentration so that they will show up on transcripts. Council unanimously approved the proposal.
7. **TA/TF Department Reviews.** Briefly discussed the departments' responses from last year's reviews and explained the review process. Associate Dean Husted asked Council to consider for the next meeting which departments they would like to evaluate this year.

8. **Dean's Announcements:**

Carnegie Foundation Initiative

The Department of English was chosen a year ago by the Carnegie Foundation to participate in its Initiative on the Doctorate. The Foundation expanded the initiative and our Departments of History and Neuroscience applied and were accepted. So now the University of Pittsburgh has three departments out of the 8-10 disciplines participating and all are housed in the Arts and Sciences.

National Research Council (NRC)

NRC is about to announce the launch of a nationwide project to review graduate programs. The proposed timetable calls for data collection in 2004 and publication of results in 2006. No final decision regarding which disciplines will be evaluated has been made.

9. No New Business.

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