

The DIETRICH School of Arts & Sciences Gazette

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Dietrich School of Arts and Sciences Council Minutes from the October 29, 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, Brian Hanks, Stephen Manuck, Scott Morgenstern, and Deane Root

Not in Attendance: Professors Paul Glabicki, Joseph Grabowski, Daniel Mosse, Mark Possanza, and Luca Rigotti

1. Minutes of the meeting held on September 25, 2012

Dean Cooper presented the minutes of the meeting held on September 25, 2012. Professor Daniel Balderston clarified his inquiry located in the minutes at the bottom of page 3 and suggested changing the word “would” to “could.” Professor Balderston then moved to accept the minutes as amended. This motion was accepted by Professor Kathleen DeWalt and approved by the council.

2. Dean’s Report

Dean Cooper briefed the council on his recent trip to London and the interest British institutions have shown in undergraduate admissions from University of Pittsburgh. He explained that because the British higher education system is in the middle of dramatic change, now is the time to pursue international partnerships with leading institutions, such as University College London, Kings College, and Imperial College. He is working with the University Center for International Studies to build on multiple opportunities.

3. Report from Dietrich School of Arts and Sciences Undergraduate Council

Associate Dean of Undergraduate Studies John Twyning reported that Undergraduate Council met twice in October. During the meeting held on October 11, 2012, the Undergraduate Council reviewed and approved a proposal from Dean Cooper, Dean Holder, and the Chemistry and Physics and Astronomy departments to create a new undergraduate NanoScience and Engineering Certificate. A request from the Computer Science and Mathematics department to retire the Scientific Computing major was also approved. Lastly, an assessment matrix was approved for the Second Language General Education Requirement.

The Undergraduate Council met again on October 25, 2012 and approved assessment matrices for the Natural Sciences General Education Requirement and the Literature General Education Requirement.

The report was approved unanimously.

4. Report from Dietrich School of Arts and Sciences Graduate Council

Associate Dean of Graduate Studies Kathleen Blee stated that the Graduate Council has not officially met since the last Council meeting.

The report was unanimously approved.

5. Report on Nominating Committee

Senior Associate Dean Jim Knapp reported complications within the Humanities Division in identifying nominees willing to participate in the Nominating Committee. With Randall Halle as the only willing nominee, Senior Associate Dean Jim Knapp contacted the Humanities Council in an effort to identify alternative candidates. Bruce McConachie identified Cynthia Croot as willing to participate.

Professor Deane Root suggested in future reaching out to members of Council who may have been absent during the previous meeting, as they may be able to assist Council in identifying candidates.

**Dietrich School of Arts and Sciences
Graduate Council
Minutes from the November 13, 2012 Meeting**

6. Budget Update

Dean Cooper reported that there had been enquiries for the Office of the Provost about the progress in reducing staff budgets. He indicated that functionality is being improved by restructuring, and positions within departments are being both geographically and functionally consolidated.

The dramatic pace of change is due in part to current staff members being recruited to open positions, thus creating new vacancies. This is advantageous, since it allows major restructuring to occur with little disruption to continuing valued employees.

The Dean commented that interim coverage of staff vacancies has become more of a problem than expected in situations in which restructuring is taking place but a major position is vacant. Professor Balderston asked Executive Director for Staff Personnel Michele Colvard if there was resistance to the changes resulting from restructuring. She replied that there are reports of staff or faculty feeling overwhelmed by changing duties, but that she and her staff and Human Resources are addressing concerns as they arise.

Dean Cooper concluded his report on the Budget by pointing out that long term commitments to individuals and units in support of research and other academic programs are still working their way through the system, but the commitments that have expired are being thoroughly reviewed before being renewed.

7. Faculty Grants Committee Election

Tabled.

8. Other Business

Professor Deane Root asked about the status of the Arts and Sciences Open Archive Initiative; Dean Cooper stated that copyright issues arose and suggested the item be discussed at a future meeting when he was able to get some more information. Additionally, Professor Daniel Balderston asked if this initiative would have an opt-in or opt-out option and further suggested to inviting Executive Administrator Rush Miller to a future meeting for clarification.

With no other business, the meeting was adjourned at 2:45 p.m.

Attendees: Daniel Berkowitz, Kathleen Blee, Julia Bursten, Stephen Carr, Emma Freeman, Margaret Judd, Susan Kalisz, Edouard Machery, Adam Shear, Nicholas Thorne, Aisha Upton

Not in attendance: Lillian Chong, Lauren Oldfield

1. Review of minutes from September 24, 2012. Minutes approved by Council as submitted.
2. TA/TF training reviews of French and Italian and Anthropology scheduled. Dean Blee circulated sample questions for reviews and these were modified by Council. Dean Carr presented a synopsis of the training review process and purpose.
3. Council considered whether there can be appeals to the new minimum TOEFL score requirement. Council decided to leave grounds of appeal to the discretion of the Assistant Dean.

4. Dean's announcements and updates:

Dean Blee reported that the departments with suspended graduate admissions are preparing responses and will be submitting these soon.

Dean Blee asked the Council to provide feedback on ideas for the section on graduate studies in the Dietrich School strategic planning document. She presented six criteria for positioning graduate education over the next decade, as high quality, focused, appropriately scaled, diverse, cost-effective, and integral to the missions of the University and the wider society. Dean Blee invited suggestions about innovative ways to move forward in graduate education. Council discussed the need to articulate the importance of graduate studies as it links to undergraduate education at the University.

**Dietrich School of Arts and Sciences
Undergraduate Council
Minutes from the
Thursday, November 15, 2012 Meeting**

In attendance: John Twyning (chair), Elizabeth Taylor (secretary), Janelle Greenberg, Jude Hays, Adriana Helbig, Jeffrey Hildebrand, Judy McConnaha (ex-officio), Cecile Sun, Anna Vainchtein, Pooja Patel, Matthew Scaff, Christopher Stavrakos, Alexander Zimmerman

Not attending: Rosemary Capo, Harry Sanabria, Anne Weis, Robert Beecher

1. Minutes

Minutes from the meeting of October 25, 2012 were approved.

2. New Business

Dietrich School-UC selected the recipient of the 2013 Ampco-Pittsburgh Prize for Excellence in Advising.

Dietrich School-UC reviewed and approved a proposal for ENGLIT 1704 Women Novelists to fulfill the Second Course in Literature, the Arts, or Creative Expression General Education Requirement.

Dietrich School-UC reviewed and discussed a draft document detailing best practices for undergraduates as teachers and mentors.

**Dietrich School of Arts and Sciences
Planning and Budgeting Committee
Minutes from the October 31, 2012 Meeting**

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twyning, Associate Dean for Graduate Studies Kathleen Blee, Associate Dean of the College of General Studies Cristina Ruggiero, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Professors Daniel Balderston, Nathaniel Rosi, David Waldeck, and Randall Walsh, Staff

Representatives Karen Lillis, and Georgia Spears.

NOT ATTENDING: Associate Dean for Administration and Planning W. Richard Howe, Senior Director of Undergraduate Studies Judith McConnaha, Director of Communications Carol Mullen, Assistant Dean for Business and Finance Barbara Vattimo, Professors James Cassing and Andrew Weintraub, Staff Representative Mary Beth Conroy, and Student Representative Julia Bursten.

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 September 19, 2012

Dean Cooper presented the minutes of the meeting held on September 19, 2012. Professor David Waldeck moved that the minutes be accepted. Associate Dean Cristina Ruggiero seconded the motion, and the minutes were unanimously approved.

3. Dean's Report

Dean Cooper introduced new members, Professors Daniel Balderston and Nathaniel Rosi to the PBC. After thanking all in attendance, Dean Cooper recognized Dr. Marlene Cohen of the Department of Neuroscience as the Eppendorf/Science Prize for Neurobiology recipient. Professor David Waldeck added that Dr. Peter Wipf, Distinguished University Professor of Chemistry, recently received the 2012 Pittsburgh Award from the Pittsburgh Section of the American Chemical Society.

4. Report on the Budget

Dean Cooper began his report on the Budget by sharing with the PBC portions of the recent PowerPoint presentation to the Chairs and Directors that placed the budget of the School within the context of the University budget. He reported that Dietrich School base reductions for this year total \$2.8 million and are based on the rescission for last year becoming a base reduction together with an additional 1% base reduction. He added that the 20 VERP retirees from the Dietrich School accounted for 5% of full time staff and 7% of staff budget.

Dean Cooper described the restructuring that is required to adjust to the VERP reduction. Staff functions that

had historically been carried out by staff with multiple responsibilities (graduate student support, general administration, personnel actions, pre- and post-award grant support) are being consolidated into more functionally focused positions. This approach will enable better training and supervision of staff carrying out more technical functions and greater flexibility in staffing. As that is underway, positions deemed critical for core instructional and research activities and being replaced as a matter of urgency, and six such replacements have been authorized.

As of today, 10 continuing or new positions have been filled, 3 high level administrative positions have changed in scope, 16 positions are being restructured, 9 staff are discussing collaborative relationships at a departmental level, and there are 18 active searches.

5. Discussion on Breakout Session at Chairs and Directors Meeting

Dean Cooper suggested that times of dramatic change provide opportunities for looking forward and reimagining, which was the focus of the Breakout Session at the Dietrich School Chairs and Directors Meeting on September 4, 2012. Chairs and Directors were asked to consider three questions:

- What should the Dietrich School be recognized for five years from now?
- What should the Dietrich School be investing in now to make that happen?
- What should the Dietrich School be de-emphasizing in order to make that investment?

The Dean asked the members of the PBC to review and comment on the Breakout Session notes. Professor Balderston agreed with the Chairs' and Directors' suggestion to encourage early retirement as a way to refresh faculty. Professor Waldeck pointed out that early retirement is a double-edged sword; faculty would be refreshed, but the University could risk losing esteemed faculty members.

Professor Randall Walsh expressed interest in the notion of improving undergraduate research opportunities and suggested using a more structured approach. Professor Waldeck added that hiring outside staff could be a means of encouraging more enrollments in graduate courses. Professor Balderston agreed that the approach would work well for the Natural Sciences and Social Sciences divisions, but the Humanities division would likely need a particularly creative approach to successfully encourage undergraduate research opportunities.

Professor Balderston asked what the Dietrich School Chairs and Directors were referring to when they mentioned a writing seminar during their Breakout Session. Dean Cooper explained that the College Writing Board offers seminars to instruct faculty on how to effectively teach writing skills. Professor Waldeck noted that the ability to communicate effectively is an essential skill in any discipline; Professor Walsh added that operational knowledge of multi-media and being able to think critically and analytically are also skills that should be developed. Staff Representative Karen Lillis believes that most students have multi-media competency but are lacking in critical and analytical thinking.

Lastly, Professor Balderston suggested that the University should be emphasizing internationalization of the student body. After further discussion, the meeting agreed that the Dean would summarize comments from the Chairs and Directors for the PBC.

(Dean Cooper's summary of the comments from the Chairs and Directors, which was provided in a memorandum to PBC members, is reprinted in this issue of the *Gazette*)

6. Update on Facilities Planning

The Dean updated the PBC on the Capital Projects completed during FY 2012: addition of synthetic chemistry research labs to the Chevron Tower; completion of the early phase of the NIST Project at Mid Campus Complex; creation of a Biocontainment Center at Langley Hall; expansion of vivarium space in the Life Sciences Annex; self-funded creation of a permanent location for the English Language Institute at the Parkvale Building; installation of electronic security for all public areas and practice rooms in the Music Building; creation of 3rd floor General Chemistry Instructional Labs at Chevron Science Center; and conclusion of Phase I of the English Department HVAC at the Cathedral of Learning.

Planned Capital Projects to be commenced or completed during FY 2013 include: completely modernizing Clapp Hall; beginning Phase II of the NIST Project at Allen Hall and Old Engineering Hall; creating a helium recovery and liquefaction facility in the Mid-Campus Complex; beginning Phase II of the English Department HVAC at Cathedral of Learning; and constructing an NSF grant-funded replacement of building #12 at PLE.

7. Other Business

With no other business, the meeting was adjourned at 2:12 p.m.

M E M O R A N D U M

TO: Dietrich School Planning and Budget Committee

FROM: N. John Cooper, Dean

DATE: December 17, 2012

SUBJECT: Chairs and Directors Breakout Session

At the annual meeting of the Dietrich School Chairs and Directors, the Dean posed the following questions to the group:

- What should the Dietrich School be recognized for five years from now?
- What should we be investing in now to make that happen?
- What should we be de-emphasizing in order to make that investment?

The questions were discussed in breakout groups which were organized so that each table included a variety of disciplines and a mix of faculty and staff. The tables then reported to the Dean, and their comments were captured and transcribed. The raw responses were discussed with the Dietrich School Planning and Budget Committee (PBC) on October 31, 2012.

There was considerable common ground in the responses, but responses tended to focus on the type of changes that participants would like to see and how change should occur rather than on visions for the future. The most significant and broadest themes, as supplemented by the PBC, can be summarized as follows:

- When circumstances require cuts, those should be deep and narrow, rather than across the board.
- There was a broad appreciation of the value of undergraduate research and of experiential learning, and consensus that we should adopt more structured approaches to undergraduate research, especially research that takes advantage of our urban location.
- There was considerable enthusiasm for internationalization of the undergraduate program, both in terms of bringing more international students to campus and in creating study abroad opportunities. There was concern that sufficient investments be made to support successful experiences for international students.
- There was enthusiasm for creating “focus” centers within departments
 - o That have distinctive subject matter;
 - o That engage undergraduate and graduate students from here and from other institutions, sometimes in summer schools;
 - o That offer cross-disciplinary certificates.
- There was a broad consensus on the need to break down silos.
- There was enthusiasm for the value of fresh faculty perspectives in program initiatives.
- There was a broad consensus on the importance of teaching writing in each discipline and for each audience including international students. One comment was that the faculty writing seminar was “eye opening, and

after 20 years of failure, explained why those approaches didn't work and what would work. Four or five faculty is necessary critical mass; if there is money to invest, invest it in writing." In PBC comments, the emphasis broadened to include media competencies—not just techniques but how to use multimedia as a part of analytical thinking and analytical communication, and on ways in which writing and multimedia communications include multilingual communications.

- Some felt that there should be a back to basics move that should:
 - o Emphasize teaching and research;
 - o Cut upper administration;
 - o De-emphasize service.

- There were multiple concerns about how to manage resources, including balancing Teaching Assistantships and Fellowships in doctoral programs, the possibility of tying admissions to the capacity in specific majors, and the extra demands posed by students with multiple majors. There were comments on the importance of helping less research active faculty contribute to the teaching mission. A faculty early retirement program was felt to be a valuable initiative, provided it is well structured and designed to keep stars, and there was strong support for “glide paths” for retirement.

- There was an appreciation for the role of graduate students as both role models for undergraduates and to engage undergraduates in research-driven instruction.

- The importance of creating funding sources for new initiatives, growth areas, and interdisciplinarity was emphasized.

FINAL NOTICE:
Faculty Research Grants 2013-2014 Competition

The Faculty Grants Committee announces that support will once again be available in fiscal year 2013-2014 for Dietrich School of 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 25, 2013**, 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 Dietrich School of 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 25, 2013. **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, 2013; however, the research projects of grant recipients may begin before that date. For Type I grants, stipends will be included with July 31, 2013 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,

Lester Olson (Telephone: 412.624.6796,
email: olson@pitt.edu)

ELIGIBILITY & 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.

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 a Dietrich School of Arts and Sciences grant within the last five years should also submit a brief (one to two paragraphs) 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, Lester Olson (Telephone: 412.624.6796, email: olson@pitt.edu)

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 coach 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, Lester Olson, Department of Communication, 1126 Cathedral of Learning.

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.

The University of Pittsburgh is an affirmative action, equal opportunity institution.