

School of Arts & Sciences Gazette

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ARTS AND SCIENCES UNDERGRADUATE COUNCIL

Minutes of the Meeting held Friday, September 23, 2010
151 Thackeray Hall at 8:30 a.m.

In attendance: G. Reid Andrews (chair), Elizabeth Taylor (secretary), Sourav Bhattacharya, Kirsten Fudeman, Adriana Helbig, Neepa Majumdar, Judy McConnaha, Anna Vainchtein, Jaime Levine, Brian Slagle, Alexander Zimmerman

Not attending: Paula Grabowski, Bryan Hanks, Susan Sesack, Reva Gorelick, Sarah Grill

Guest: Vice Provost for Undergraduate Studies Juan J Manfredi

1. Minutes

Minutes from the meeting on April 30, 2010 were approved.

2. New Business

Approved revisions to departmental bylaws to allow internal approval new courses

Department of History
Department of History of Art and Architecture

Revision of the General Education Requirement descriptions and outcomes

Undergraduate Council approved a revised description and outcomes for the Literature General Education Requirement. New description and outcomes follow.

A Course in Literature. The student will be introduced to the techniques of literary analysis through a course that includes a range of literary texts. The course will have no prerequisites unless the literature is in a language other than English. If the course is also to count for W-course credit, the student must have satisfied the Composition requirement before enrolling in the literature course.

The learning outcomes for literature courses are:

1. Students should be able to perform a close reading of a literary text and to write critically about it.
2. Students should demonstrate an understanding of the disciplinary practices of literary study.
3. Students should be able to use secondary material to advance their analysis when appropriate.

ARTS AND SCIENCES GRADUATE COUNCIL (A&S-GC)

Meeting Minutes October 15, 2010

Attendees: Christopher Bonneau, Kristen Butela, Stephen Carr, Nancy Condee, Nicole Constable, Robert Daley, Seymour Drescher, Joshua Ellenbogen, Kristopher Geda and Grant Williams.

Not in attendance: Matt Landry, Adrian Michael and Alba Tuninetti.

1. Associate Dean Nicole Constable welcomed new and continuing members.

2. Mission and charge of the Arts and Sciences Graduate Council were presented. Dean Constable read the responsibilities listed in the A&S Gazette and the A&S Grad-Guide. The types of proposals and items the Council has considered in the past were enumerated. The chain of approval once the A&S Graduate Council recommends approval was also explained.

3. Selection of Non-Voting President for the Academic Integrity Board for Graduate Students. Seymour Drescher volunteered for the one year assignment which was moved by Stephen Carr and unanimously accepted by the Council members present.

Stephen Carr the Assistant Dean of Graduate Studies agreed to serve as the UCGS member at large.

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4. TA/TF reviews. Associate Dean Constable reviewed the guidelines detailing the purpose, process, and procedures of these reviews. Samples of the Strategies of Successful Training document as well as a department's previous responses to the reports were distributed.

The three departments chosen for the upcoming year are Linguistics, Mathematics and Slavic. Professor Robert Daley and graduate student Kristopher Geda volunteered for the Department of Mathematics; Professor Joshua Ellenbogen and Alba Tuninetti for the Department of Linguistics; and Professor Christopher Bonneau and graduate student Kristen Butela for the Department of Slavic.

The departments will receive a memorandum notifying them of the impending review that is to take place in the Spring.

5. NRC Assessment Update. Associate Dean Constable discussed the NRC assessment of doctoral programs and showed Council members the NRC assessment web site.

6. Hot Metal Bridge Program. Associate Dean Constable informed Council that Philippa K. Carter, the new Manager of Diversity Initiatives, will be in charge of this program. Nine students were chosen for AY2010-11, three in the English department and six in Psychology. Next year Computer Science, English and Psychology will participate.

7. Postdoctoral Fellowships. Associate Dean Constable introduced Council to the eleven new postdoctoral fellows via a power point presentation.

8. A&S Graduate Assessment Matrices Update. The Council members will each look at their own department's graduate assessment matrix/matrices and will consider effective ways that Council might provide input into the assessment process, given the importance of assessment in relation to the accreditation process.

9. Dean's Announcements. Update of Apply Yourself recommendation form.

There was no other business and meeting was adjourned.

Minutes of the Meeting of A&S Planning and Budgeting Committee

Held on Monday, September 27, 2010 at 3:00 p.m.
In 910 Cathedral of Learning

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean W. Richard Howe, Senior Assistant Dean Michelle Amato, Assistant Dean Barbara Vattimo, Senior Director of Undergraduate Studies Judith McConnaha, Director of Communications Carol Mullen, Professors Jerome Branche, Elizabeth Conforti, Linda Jen-Jacobson, and Donna Yurko

NOT ATTENDING: Vice Provost Juan Manfredi, Associate Dean Kelly Otter, Associate Dean Nicole Constable, Professors Donald Bonidie, James Cassing, Susan Harris Smith, Randall Walsh, and Stephen Weber

1. Minutes of the meeting held on March 3, 2010

Dean Cooper presented the minutes of the meeting held on March 3, 2010. Professor Jen-Jacobson moved that the minutes be accepted. Senior Associate Dean James Knapp seconded the motion and the minutes were unanimously approved.

2. Dean's Report

- **David DeJong**, Chair of the Economics Department and Professor of Economics, has been named the University's new Vice Provost for Academic Planning and Resource Management.
- **Alberta Sbragia**, Professor of Political Science and Nordenberg Professor, has been named Vice Provost for Graduate Studies.
- **Juan Manfredi**, Associate Dean for Undergraduate Studies and Professor of Mathematics, has been named Vice Provost for Undergraduate Studies.
- **Steven Husted**, Professor in the Department of Economics, has been named Interim Dean of the Honors College.
- **Jeremy Levy**, Professor in the Department of Physics and Astronomy, was awarded a \$7.5 million U.S. Department of Defense grant to develop quantum computers.

3. Report on the Budget (Dean N. John Cooper)

Dean Cooper discussed the University budget and its impact

on the Arts and Sciences budget. Medicare pass through funding and stimulus (ARRA) funding contributed over \$16 million to the Commonwealth allocation that is part of the FY 2011 University budget. This budget includes an Education and General allocation to Arts and Sciences of 95% of our pre-recession FY 2009 E&G allocation. The Commonwealth allocation to the University for FY 2012 is unknown at this time but the fiscal status of the Commonwealth is not good and the allocation is likely to be reduced. Dean Cooper indicated that the tuition side of the revenue budget is very strong, and that funded research is also doing very well with over 12% growth year to date for sponsored research expenditures in Arts and Sciences and many more grants in the pipeline.

4. Review Response from the Provost and the Provost's PBC to the FY2010 Planning Document (Dean N. John Cooper)

The committee reviewed the response from the Provost and the Provost's PBC to the FY 2010 Planning Document. The committee read the responses as largely positive, affirming that we are following an appropriate process.

5. Update on Facilities Planning (Dean N. John Cooper)

Dean Cooper reviewed progress and plans for Arts and Sciences facilities using materials he had shared with Chairs and Departments in September. We are in year five of the University's current 12-year facilities plan; Dean Cooper discussed the impact on Arts and Sciences research laboratories, teaching laboratories, and faculty office space of expenditures incurred or projected from 2006 to 2013.

6. Other Business

With no further business the meeting adjourned at 3:57 p.m.

**Minutes of the Meeting of
Arts & Sciences Council**
Held on Wednesday, October 27, 2010 at 1:30 p.m.
In 910 Cathedral of Learning

In attendance: Dean N. John Cooper (Chair), Senior Associate Dean James F. Knapp, Associate Dean Nicole Constable, Senior Director of Undergraduate Studies Judith McConnaha, Professors Kathleen Blee, David Birnbaum, Jerome Branche, Joseph Grabowski, Peter Karsten, Diane Litman, Suzanne Stagenborg, Randall Walsh and GSO Representa-

tives Katie Moriarty and Emma Freeman

Not attending: Senior Assistant Dean Michelle Amato, Professors Jonathan Arac, Graham Hatfull, Deane Root, Paul Shepard and GSO Representative Karen Adams

1. Minutes of the Meeting held on September 22, 2010

Dean Cooper presented the minutes of the meeting held on September 22, 2010. He recognized the misspelling of a name. Professor Joe Grabowski made a motion to approve the minutes with the noted change. Professor Diane Litman seconded the motion and it was carried unanimously.

2. Dean's Report

Kenneth Jordan, Distinguished Professor of Computational Chemistry, has been awarded 17 million hours of computer time at Oak Ridge through the DOE INCITE program. These calculations will be run using over 10,000 computer cores simultaneously. All the other members of the team are in Physics at the University College, London.

3. Report from Arts and Sciences Undergraduate Council (Senior Director of Undergraduate Studies Judith McConnaha)

Senior Director of Undergraduate Studies Judith McConnaha reported that the Arts and Sciences Undergraduate Council met twice, once in September and once in October.

A&S Undergraduate Council (UC) approved the following departments' proposals to revise their bylaws to allow departmental approval of new courses: Department of Economics, Department of German, Department of History, and Department of History of Art and Architecture. The revisions have been forwarded to Senior Associate Dean Knapp for final review.

A&S UC also approved three new courses and two existing courses to fulfill General Education Requirements.

A&S UC discussed the Literature (LIT) General Education Requirement, the object of which is that the student will be introduced to the techniques of library analysis through a course that includes a range of literary texts.

Undergraduate council decided that appropriate learning outcomes for General Education literature courses are:

1. Students should be able to perform a close reading of a literary text and to write critically about it.
 2. Students should demonstrate an understanding of the disciplinary practices of literary study.
 3. Students should be able to use secondary material to advance their analysis when appropriate.
- These outcomes were discussed by Council.

Senior Associate Dean James F. Knapp made a motion to accept the report. Professor Diane Litman seconded the motion and it was carried unanimously.

4. Report from Arts and Sciences Graduate Council (Associate Dean Nicole Constable)

Associate Dean Nicole Constable reported that the Arts and Sciences Graduate Council (GC) met in October. Professor Seymour Drescher volunteered for the selection of the non-voting President for the Academic Integrity Board for Graduate Students. Stephen Carr, Assistant Dean of Graduate Studies, agreed to serve as the UCGS member at large.

Associate Dean Constable stated that she reviewed the guidelines detailing the purpose, process, and procedures of the TA/TF reviews. The three departments chosen for the upcoming year are Linguistics, Mathematics and Slavic.

A&S GC discussed the NRC assessment of doctoral programs and the Hot Metal Bridge Program. Nine students were chosen for the program.

Professor Randall Walsh made a motion to accept the report. Professor Jerome Branche seconded the motion and it was carried unanimously.

5. Update on the Budget (Dean N. John Cooper)

Dean Cooper reported to Council that there were no significant changes in the Arts and Sciences Budget. He stated that the University is in sound financial shape, but determination of the Commonwealth appropriation for FY 2012 will be important to the financial structure of the University in future years. External sponsored research expenditures are up 12% for the first quarter.

6. Faculty Grants Committee Election (Dean N. John Cooper)

Dean Cooper summarized the role and the purpose of the Faculty Grants Committee. He explained which members are

leaving the committee and needed to be replaced and noted which members are remaining.

Dean Cooper passed out ballots to each Council member. He read brief biographies on each candidate prepared by the Chair of the Faculty Grants Committee and then asked the Council to place their votes.

7. Other Business

With no other business the meeting was adjourned at 2:13 p.m.

Faculty Research Grants 2012 Competition

The Faculty Grants Committee announces that support will once again be available in fiscal year 2011-2012 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 28, 2011**, 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 28, 2011. **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, 2011; however, the research projects of grant recipients may begin before that date. For Type I grants, stipends will be included with July 29, 2011 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, Michael Goodhart (Telephone: 412.624.4478, E-mail: goodhart@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 an 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, Michael Goodhart, Department of Political Science, 4600 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 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, Michael Goodhart, Department of Political Science, 4600 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.

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