

School of Arts & Sciences Gazette

Arts and Sciences Council Meeting Minutes

WEDNESDAY, DECEMBER 10, 2008 - 3:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp (Vice Chair); Associate Deans Nicole Constable and Juan J. Manfredi; Professors Jonathan Arac, Kathleen DeWalt, Stuart Hastings, Linda Jen-Jacobson, Peter Karsten, Marcus Rediker, and Daniel Shaw

Not Attending: Senior Assistant Dean Michelle L. Amato; Professors Renate Blumenfeld-Kosinski (on leave), Ronald Linden, Diane Litman, and Eric Moe

1. Minutes of the Arts and Sciences Council Meeting Held on November 10, 2008

Dean Cooper presented the minutes of the meeting held on November 10, 2008. Professor Kathleen DeWalt made a motion to approve the minutes and it was carried unanimously.

2. Dean's Report

- **Nancy Glazener**, associate professor, Department of English, is being recognized for her essay, "Benjamin Franklin and the Limits of Secular Society," and is being awarded the 2008 Foerster Prize for the "Best Essay in American Literature."
- **David Bartholomae**, professor and chair, Department of the English, has been awarded the ADE Francis Andrew March Award. The award is given to honor those who give "exceptional service to the profession of English."

3. Report from Arts and Sciences Undergraduate Council

Associate Dean Manfredi reported that the Arts and Sciences Undergraduate Council met on November 17, 2008, November 19, 2008, and December 3, 2008. Undergraduate Council chose Fiore Pugliano as the winner of the AMPCO-Pittsburgh Prize for Excellence in Advising. They formally approved the revised major in History and discussed with faculty representatives revised majors in Architectural Studies, Theatre Arts, and Psychology. Undergraduate Council approved seven new courses and approved one course to fulfill the General Education Requirement. Undergraduate Council also considered five courses recommended by the College Writing Board for W credit, but have not yet voted on them.

Professor Marcus Rediker made a motion to accept Associate Dean Manfredi's report and it was carried unanimously.

4. Report from Arts and Sciences Graduate Council

Associate Dean Constable reported that Arts and Sciences Graduate Council has not met since the last meeting of Arts and Sciences Council. She informed Council that the NRC methodology report is expected to be released by mid-February.

5. Report on Election of the Nominating Committee

Dean Cooper reported the results from the electronic ballot for the election of the Arts and Sciences Nominating Committee. The following individuals were elected:

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Humanities

Dennis Looney (French and Italian)
Franklin Toker (History of Art and Architecture)

Natural Sciences

Regina Schulte-Ladbeck (Physics and Astronomy)
Craig Wilcox (Chemistry)

Social Sciences

Janelle Greenberg (History)
Thomas Rawski (Economics)

Dean Cooper noted that he met with the Nominating Committee on December 11, 2008 and charged the Committee formally.

6. Faculty Grants Committee Election

Dean Cooper reminded Council that the purpose of the Faculty Grants Committee is to distribute small grants to faculty that facilitate their research. Dean Cooper noted that divisions are not represented equally on the Committee since the funding is targeted on areas in the humanities and social sciences that do not have easy access to external funding opportunities. Dean Cooper presented the list of nominees provided to the Council by the Faculty Grants Committee Chair, Professor Randall Halle, and asked Council members to mark their votes on the available ballot.

7. Budget Update

Dean Cooper discussed with Council the evolving economic environment. He reviewed slides regarding the budget that were presented in November to Chairs and Program Directors. He is concerned that Arts and Sciences not have financial commitments for September 2009 that exceed the available revenue, and reported that the Deans had implemented a hiring slowdown to reduce next year's faculty budget by 5 percent. He discussed the criteria applied to select searches that would proceed, and indicated that graduate support, operating budgets, and staff budgets would also be reduced by 5 percent. Associate Dean Constable noted that she discussed the current economic situation with colleagues at a recent meeting, and indicated that we are in good shape in comparison to other schools in the country.

8. Faculty Consulting

Dean Cooper discussed with Council a memo regarding faculty consulting that was circulated in December to Chairs and Program Directors. He noted that the longstanding expectation has been that faculty will obtain approval from their Chair and the Dean before doing consulting work. One of the last areas of ambiguity is IP generated in the course of consulting, and Dean Cooper informed Council that the University will waive interest in this subject to the proper review process.

9. Set Dates for Full Faculty Meeting

Dean Cooper presented three possible dates for the Spring Full Faculty Meeting:

- Monday, February 16, 2009, 2–3:30 p.m.
- Wednesday, February 18, 2009, 1–2:30 p.m.
- Tuesday, February 24, 2009, 1–2:30 p.m.

Council voted on dates, and the Spring Full Faculty Meeting will be held on Wednesday, February 18, 2009.

10. Other Business

With no other business the meeting was adjourned at 4:06 p.m.

**Arts and Sciences Council
Meeting Minutes**
FRIDAY, JANUARY 23, 2009 - 10:00 A.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp (Vice Chair); Associate Deans Nicole Constable and Juan J. Manfredi; Senior Assistant Dean Michelle L. Amato; Professors Jonathan Arac, Renate Blumenfeld-Kosinski, William Chase, Kathleen DeWalt, Stuart Hastings, Linda Jen-Jacobson, Peter Karsten, Ronald Linden, Diane Litman, and Eric Moe

Not Attending: Professor Daniel Shaw

1. Minutes of the Arts and Sciences Council Meeting Held on December 10, 2008

Dean Cooper presented the minutes of the meeting held on December 10, 2008. Professor Linda Jen-

Jacobson made a motion to approve the minutes. Associate Dean Juan Manfredi seconded the motion and it was carried unanimously.

2. Dean's Report

- **Susan Harris Smith**, professor, Department of English: her book, *Plays in American Periodicals, 1890-1918* (Palgrave/Macmillan), was selected as a CHOICE outstanding academic book of 2008.
- **Roger Hendrix**, professor, Department of Biological Sciences, received the 2009 National Academy of Sciences Award for Scientific Reviewing by the National Academy of Sciences.
- **Fiore Pugliano**, senior lecturer and advisor, Department of English, was awarded the 2009 Ampco-Pittsburgh Prize for Excellence in Advising for his work advising undergraduates.
- **Dawn Martin**, assistant professor, Department of English, was awarded an inaugural American Academy of Arts and Sciences Poetry Prize.

3. Report from Arts and Sciences Undergraduate Council

Associate Dean Manfredi reported that the Arts and Sciences Undergraduate Council met on December 12, 2008 and January 14, 2008. At the December 12, 2008 meeting, Undergraduate Council approved revisions to both the Architectural Studies major and the Chinese major. They approved six new courses, three existing courses to fulfill a General Education Requirement, two Spring Break one-credit programs, and a Study Abroad program. Undergraduate Council considered a guaranteed preadmissions agreement between the Department of English and the School of Education. Council reviewed the draft agreement and discussed its value at length.

Associate Dean Manfredi reported that nine new courses were approved and that a modification to the Korean minor was approved at the January 14, 2008 meeting.

Professor Jonathan Arac made a motion to accept Associate Dean Manfredi's report. Professor Eric Moe seconded the report and it was carried unanimously.

4. Report from Arts and Sciences Graduate Council

Associate Dean Constable reported that Arts and Sciences Graduate Council would be meeting later that afternoon. She informed council that assessment matrices for each graduate program and graduate certificate would be reviewed by three members of Graduate Council and that they would provide feedback to each department within a month.

Associate Dean Constable discussed her plan for making reductions in support for graduate students to ensure that financial commitments are well aligned with revenue streams, including her priority on retaining fellowship support, close scrutiny of GSA support to limit those positions to individuals who carry out essential functions, support for TA/TF investment in recruitment to nationally prominent doctoral programs, and support for TA/TF funding for strong doctoral and undergraduate programs. Council discussed these plans, and noted the consistency between Dean Constable's approach and that adopted over the past dozen years.

Professor Peter Karsten made a motion to accept Dean Constable's report. Professor Kathleen DeWalt seconded the motion and it was carried unanimously.

5. Report on Results of Faculty Grants Committee Election

Dean Cooper reported that Professor Daniel Balderston and Professor Bell Yung were elected to the Faculty Grants Committee at the last meeting of Council.

6. Report on Budget

Dean Cooper discussed with Council the current economic climate. He informed Council that he received formal instructions from the Provost to reduce expenditures by 5 percent for FY 2010. He noted that we do not know what the capital budget will be and the University is waiting for the Governor's recommended budget, the first step formulation of the Commonwealth appropriation. Dean Cooper discussed the faculty recruitment slowdown and indicated that we are in good shape in comparison to other schools in the country. He noted that the Deans are working with the Arts and Sciences Planning and Budget Committee to articulate our priorities.

7. Report on Assessment

Associate Dean Juan Manfredi presented an overview of where the Deans are in terms of assessment of undergraduate programs, undergraduate certificates, and the General Education Requirement. He reported that they received 44 out of 47 requested undergraduate major matrices in 2008, and that the matrices that were not received were for new majors with no graduates or for inactive majors. He noted that at least two programs (History and History of Art and Architecture) have been revised because of assessment, and two are currently under revision by Undergraduate Council. Associate Dean Manfredi reported that they received six out of 12 requested undergraduate certificate matrices, and they expect the missing matrices by the end of January.

Associate Dean Manfredi discussed with Council the direct way in which Undergraduate Council is assessing the General Education Requirement. They selected 68 courses for assessment and received 62 matrices. This is year one of a three-year cycle, and they are currently looking at Foreign Language, Natural Science, Literature, and Writing Across the Curriculum. To assess the Writing Across the Curriculum requirement, Undergraduate Council requested that the departments submit sample student papers. Currently 26 departments have submitted papers. These papers will be divided by division and have identifying student information removed. The College Writing Board will assess the papers and report back to Undergraduate Council in February.

The issue arose of the existing policy that courses in which papers are written in languages other than English can count towards the writing requirement. Associate Dean Manfredi provided some background, and it was agreed to refer the matter to Undergraduate Council.

8. Set Agenda for Full Faculty Meeting

Dean Cooper presented the draft agenda for the Full Faculty Meeting to Council. Professor Kathleen DeWalt moved that the agenda be accepted with no changes and the motion was carried unanimously.

9. Other Business

With no other business the meeting was adjourned at 11:08 a.m.

Arts and Sciences Council Meeting Minutes

FRIDAY, FEBRUARY 13, 2009 - 2:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp (Vice Chair); Associate Deans Nicole Constable and Juan J. Manfredi; Senior Assistant Dean Michelle L. Amato; Professors Jonathan Arac, William Chase, Kathleen DeWalt, Stuart Hastings, Peter Karsten, Diane Litman, and Daniel Shaw

Not Attending: Professors Renate Blumenfeld-Kosinski, Linda Jen-Jacobson, Ronald Linden, and Eric Moe

1. Minutes of the Arts and Sciences Council Meeting Held on January 23, 2009

Dean Cooper presented the minutes of the meeting held on January 23, 2009. Council requested that a section be added to the Report on Assessment to note that they spent time discussing whether it was appropriate for writing to be done in languages other than English to count toward the writing requirement and that it was agreed that this issue would be taken back to Undergraduate Council. Professor Jonathan Arac moved that the minutes be accepted as amended. Professor William Chase seconded the motion and it was carried unanimously.

2. Dean's Report

- **Toi Derricotte**, professor, Department of English, received a 2009 Chancellor's Distinguished Public Service Award.
- **Charles Kinder**, professor, Department of English, received a 2009 Chancellor's Distinguished Teaching Award.
- **Marla Ripoll**, associate professor, Department of Economics, received a 2009 Chancellor's Distinguished Teaching Award.
- **Kazunori Koide**, associate professor, Department of Chemistry, received a 2009 Chancellor's Distinguished Research Award (Junior Scholar).
- **Katherine MacCord**, Arts and Sciences student, Department of Anthropology, is the first

University of Pittsburgh recipient of the Gates Cambridge Scholarship.

3. Report from Arts and Sciences Undergraduate Council

Associate Dean Manfredi reported that Undergraduate Council met on February 4, 2009. Council reviewed General Education assessment and discussed the Writing Across the Curriculum requirements. They have not yet received the report from the College Writing Board. All of the papers that were selected for the College Writing Board were in English, however Undergraduate Council discussed at length whether they should allow papers written in a target language. Undergraduate Council decided to follow what the faculty believed to be discipline appropriate.

Undergraduate Council discussed and approved the following extension of the Academic Integrity Policy.

A student may not submit a paper or project to fulfill the requirements of more than one course. It may be possible for a student to substantially revise a paper or project from one course to fulfill the requirements in a subsequent course, however. The student must first receive permission from the instructor who would receive the revision.

Council discussed this statement, and asked that the phrase “except by prior permission of both instructors” be added. Associate Dean Constable noted that she would take this statement to Graduate Council. Professor Kathleen DeWalt made a motion to accept the report with the understanding that the policy as amended be reviewed by Graduate Council and brought back to Council. Professor Peter Karsten seconded the motion and it was carried unanimously.

4. Report from Arts and Sciences Graduate Council

Associate Dean Constable reported that Graduate Council met on January 23, 2009. They discussed the assessment of graduate programs and certificates, and reviewed examples of strong ones and problematic ones. Associate Dean Constable is now summarizing these remarks and will send her summary to departments by the end of the month.

Senior Associate Dean James Knapp moved that the report be accepted. Associate Dean Juan Manfredi seconded the motion and it was carried unanimously.

5. Nomination of Professor James Knapp to an Additional Three-Year Term as Senior Associate Dean

Dean Cooper explained the appointment process for Arts and Sciences Associate Deans. He reminded Council that the Dean may nominate to Council a candidate for appointment as Associate Dean, and after appropriate discussion and review, Council can accept or reject a nomination. If Council accepts the nomination, the Dean will write to the Provost (with permission of the candidate) to request that he or she be appointed to that position. Dean Cooper nominated Professor James Knapp to an additional three-year term as Senior Associate Dean. Professor Knapp withdrew from the meeting, and Council warmly and unanimously approved the nomination.

6. Nomination of Professor Nicole Constable to an Additional Two-Year Term as Associate Dean for Graduate Studies

Dean Cooper nominated Professor Nicole Constable to an additional two-year term as Associate Dean for Graduate Studies. Professor Constable withdrew from the meeting, and Council warmly and unanimously approved the nomination.

7. Other Business

With no other business the meeting was adjourned at 2:40 p.m.

Arts and Sciences Planning and Budgeting Committee Meeting Minutes

WEDNESDAY, OCTOBER 22, 2008 - 3:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans W. Richard Howe, Juan J. Manfredi, and Kelly Otter; Senior Assistant Dean Michelle L. Amato; Assistant Dean Barbara L. Vattimo; Senior Director of Undergraduate Studies Judith McConnaha; Director of Communications Carol Mullen; Professors Jean Ferguson Carr, Linda Jen-Jacobson, Jonathan Scott, Susan Harris Smith, and Craig Wilcox; Mr. Donald Bonidie, Ms. Patricia Cochran, and Ms. Nancy Sciulli

Not Attending: Associate Dean Nicole Constable and Professor Marla Ripoll

1. Minutes of the Meeting Held on March 3, 2008

Dean Cooper presented the minutes of the meeting held on March 3, 2008. Professor Jean Ferguson Carr moved that the minutes be accepted. Professor Jonathan Scott seconded the motion and the minutes were approved unanimously.

2. Dean's Report

- **Peter Wipf**, University Professor in the Department of Chemistry, was PI of a \$2.72 million dollar grant by the United States government for research leading to the production of anti-chemical, anti-radiological, and anti-nuclear defenses against terrorist threats to the country. He also received a funding renewal for his UPCMLD P50 Grant—"New Concepts, Methodologies and Scaffolds for Diversity-Oriented Organic Synthes."
- **Daniel Shaw**, professor and chair of the Department of Psychology, received an NIH Grant entitled "Understanding and Preventing Childhood Drug Use Risk" totaling \$3,453,544. He also received an NIH Grant entitled "Parental Involvement, Extra-Familial Contexts and Prevention of Drug Use Risk" totaling \$4,012,174.
- **Steve Manuck**, University Professor of health psychology and behavioral medicine, received an NIH grant entitled "Biobehavioral Studies of Cardiovascular Disease" totaling \$9,990,613.
- A Research Training Grant was awarded to the **Department of Mathematics** for the project "Complex Biological Systems Across Multiple Space and Time Scales" totaling \$1,446,022.

3. Report on the Budget

Dean Cooper discussed with the committee the state of the Arts and Sciences budget in the current economic environment. He indicated that the University had already been told by the Commonwealth that 4.5 percent of this year's allocation was subject to recision and pointed out that this decision was taken by the Commonwealth before the October crash. He indicated that the Deans were working on thoughtful actions aligned with the strategies of the Planning Document to ensure that our budget remains balanced.

4. Review Response from the Provost's PBC to the FY 2009 Planning Document

Dean Cooper presented the response from the Provost's PBC to the FY 2009 Planning Document to the committee. He noted that while the Provost's PBC felt that our strategic priorities are well-aligned, they did not like the format nor the length, and felt that more quantitative measures of progress should be identified. The committee discussed the format of the document, and Dean Cooper indicated that he would seek and circulate to the committee before the next meeting more information about the expected format and the Council of Deans recommendations that had been provided to the Provost's PBC.

5. Other Business

Dean Cooper informed the committee that he spoke to the Chairs and Program Directors about the overall concept of strategic planning. He explained the process of strategic planning at the School level, and indicated that he would like to move to a system where Departments and Programs plan within that planning structure. The committee discussed what this would mean for the Departments and Programs.

With no further business the meeting adjourned at 4:21 p.m.

Arts and Sciences Planning and Budgeting Committee Meeting Minutes

FRIDAY, NOVEMBER 21, 2008 - 2:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans Nicole Constable, W. Richard Howe, Juan J. Manfredi, and Kelly Otter; Senior Assistant Dean Michelle L. Amato; Assistant Dean Barbara L. Vattimo; Director of Communications Carol Mullen; Professors Jean Ferguson Carr, Linda Jen-Jacobson, Marla Ripoll, Jonathan Scott, Susan Harris Smith, and Craig Wilcox; Ms. Patricia Cochran

Not Attending: Senior Director of Undergraduate Studies Judith McConnaha, Mr. Donald Bonidie, and Ms. Nancy Sciulli

1. Minutes of the Meeting Held on October 22, 2008

Dean Cooper presented the minutes of the meeting held on October 22, 2008. Professor Linda Jen-Jacobson noted that Professor Peter Wipf should be listed as PI in the Dean's Report. Professor Jean Ferguson Carr moved that the minutes be accepted as amended. Professor Linda Jen-Jacobson seconded the motion and the minutes were approved unanimously.

2. Dean's Report

The Dean's Report was tabled until the next meeting.

3. Report on the Budget

Dean Cooper discussed with the committee the state of the Arts and Sciences budget in the current economic environment. He reviewed with the committee slides from a presentation to the Arts and Sciences Chairs and Program Directors held that morning, and indicated that the Deans were implementing a recruiting slowdown and a slowdown on expenditure commitments to keep our financial commitments well aligned with anticipated financial resources for FY 2010.

4. Review of Provost's Response to FY 2009 Plan

Dean Cooper reviewed with the committee the response from the Provost to the FY 2009 Planning document that had been circulated to the committee before the meeting. He noted that he met with the Provost and with Vice Provosts Pack and Beeson to discuss the response and the instructions for the format of the FY 2010 Planning Document.

Dean Cooper provided context for the November 19, 2007 recommendations from the *ad hoc* working group of the Council of Deans with regard to strategic planning documents, and indicated that the recommended format is now a required format. He suggested that this format could be implemented while retaining the integrity of the document as the second update on the FY 2008 Five Year Plan, "Realigning Our Strategic Priorities." He also indicated that the tabular presentation of past year fiscal year actual expenditures and of current year projected financial actuals was no longer expected as part of the planning process, a change that would simplify the document and allow the document to focus on strate-

gic directions and the development of measurable goals. He indicated that he would continue to share with the Committee any financial information sent to him for that purpose by the Office of the Budget. The Dean's comments were discussed at length by the Committee.

5. Discussion of Format for FY 2010 Plan

Dean Cooper discussed with the committee the format for the FY 2010 Plan. He suggested that the implementation of the tabular format could be used to ensure that the plan focuses on true high level strategic priorities. The committee discussed the general concept for the Plan and reviewed what kind of information is being requested.

6. Departmental Strategic Planning

This item was tabled.

7. Other Business

With no further business the meeting adjourned at 3:24 p.m.

**Arts and Sciences Planning and Budgeting
Committee Meeting Minutes**

FRIDAY, DECEMBER 12, 2008 - 1:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans Nicole Constable, W. Richard Howe, Juan J. Manfredi, and Kelly Otter; Senior Assistant Dean Michelle L. Amato; Assistant Dean Barbara L. Vattimo; Senior Director of Undergraduate Studies Judith McConaha; Director of Communications Carol Mullen; Professors Jean Ferguson Carr, Linda Jen-Jacobson, Marla Ripoll, Jonathan Scott, Susan Harris Smith, and Craig Wilcox; Ms. Patricia Cochran

Not Attending: Mr. Donald Bonidie and Ms. Nancy Sculli

1. Minutes of the Meeting Held on November 21, 2008

Dean Cooper presented the minutes of the meeting held on November 21, 2008. Professor Marla Ripoll

moved that the minutes be accepted. Associate Dean Nicole Constable seconded the motion and the minutes were approved unanimously.

2. Dean's Report

The Dean's Report was tabled until the next meeting.

3. Evolution of the External Financial Environment

Dean Cooper discussed with the committee the developing economic environment. He noted that the Commonwealth is projecting a deficit for this year that some suggest could be as high as \$3 billion, and discussed with the committee the implications that this deficit would have for the University appropriation. Dean Constable shared information from a meeting of graduate deans on the impact of the financial crisis on funding at other universities.

4. Update on the Budget and Criteria Being Applied in Reductions

Dean Cooper discussed with the committee the state of the Arts and Sciences budget. He reviewed the faculty recruiting slowdown implemented by the Deans, and indicated that searches being continued for FY 2010 appropriations were chosen on the basis of the following criteria:

- Searches previously authorized at open or senior levels for which there was a candidate with whom we were in approved negotiations.
- Searches previously authorized at open or senior rank for which reference letters had already been sought for tenure/appointment files with the cooperation of the candidate.
- Searches to fill endowed chairs for which some or all of the salary support will come from endowment revenue.
- Searches for positions in departments that would otherwise be at 60-75 percent of their target T/TS staffing levels in September 2009.

Associate Dean Constable indicated that in making decisions about reducing graduate student commitments she would be guided by the need to protect:

- Fellowships used to recruit and retain top quality PhD students in nationally competitive programs and fellowships used to increase diversity.
- TA/TFs that support nationally competitive recruitment in top ranking departments.
- TA/TFs that represent good alignment between strong graduate programs and strong undergraduate programs.

Associate Dean Howe indicated that information about current year operating budget reductions had been sent to Chairs and Directors.

Dean Cooper indicated that he and Dean Howe continue to work closely with the Provost's Office to ensure that key Arts and Sciences construction and renovation projects remain priorities for the capital budget as that is restructured by the Trustees.

Professor Scott asked how the budget situation would affect the work of the committee, and Dean Cooper emphasized that the role of the committee centered on long-term strategic planning.

5. Other Business

Professor Smith asked for more detailed information about Arts and Sciences budgeted expenditures, and Dean Cooper indicated that he would circulate before the next meeting the most recent University report that he had referenced in his November 20 memo.

Professor Smith asked if the committee could obtain information on the fraction of courses taught by tenured and tenure stream faculty, and Dean Cooper agreed to provide that information for the next meeting.

With no further business the meeting adjourned at 1:39 p.m.

Arts and Sciences Planning and Budgeting Committee Meeting Minutes

WEDNESDAY, JANUARY 14, 2009 - 11:00 A.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans Nicole Constable, Juan J. Manfredi, and Kelly Otter; Senior

Assistant Dean Michelle L. Amato; Assistant Dean Barbara L. Vattimo; Senior Director of Undergraduate Studies Judith McConaha; Director of Communications Carol Mullen; Professors Jean Ferguson Carr, Marla Ripoll, Jonathan Scott, and Susan Harris Smith; Mr. Donald Bonidie and Ms. Patricia Cochran

Not Attending: Associate Dean W. Richard Howe; Professors Linda Jen-Jacobson and Craig Wilcox; Ms. Nancy Sciulli

1. Minutes of the Meeting Held on December 12, 2008

Dean Cooper presented the minutes of the meeting held on December 12, 2008. Professor Jean Ferguson Carr moved that the minutes be accepted. Professor Susan Harris Smith seconded the motion and the minutes were approved unanimously.

2. Dean's Report

Professor Susan Harris Smith's (Department of English) book, *Plays in American Periodicals, 1890-1918* (Palgrave/Macmillan), was selected as a CHOICE outstanding academic book of 2008.

3. Review of FY 2009 Budget Responsibility Center Planning Information for the School of Arts and Sciences and the College of General Studies

Dean Cooper presented the FY 2009 Budget Responsibility Center Planning Information for the School of Arts and Sciences and the College of General Studies provided by the Office of Financial Information in February 2008 for last year's committee, and presented previously to the group. He reviewed and discussed the contents, and offered to answer any questions about the material in depth either at this meeting or in the future. It was clarified that while the College of General Studies is administratively integrated within Arts and Sciences, and we have combined student enrollment targets for the two schools, CGS serves a different student population and offers different majors and has separate budgets.

4. Review Report on Role of NTS Faculty in Instruction

Senior Associate Dean James Knapp presented information regarding teaching resources in terms of credit hours produced. He pointed out that part of

the increase in the role of non tenure stream faculty reflected a commitment to meeting instructional needs through full time faculty rather than part time faculty. The committee discussed the trends in the data.

5. Review of Planning Document Instructions

Dean Cooper presented the instructions for the FY2010 planning document from the Provost's Office. The committee reviewed the instructions and agreed that the format would shorten this year's plan.

6. Review of Draft Intro/Mission/Vision/Strategic Priorities

Dean Cooper presented the first draft of the Intro/Mission/Vision/Strategic Priorities section of the planning document to the committee. This led to a productive discussion about the balance between reporting and goal setting in the plan. It was agreed that the tabular format would be used to present individual strategic priorities for change that are continuing focus points for action in the changed environment. At least one strategic priority for change has now been completed—the Director of Communications has now completed her team, and the efforts of that team are part of our base activities. Other strategic priorities are no longer being actively pursued because effort has been redirected to planning and implementing budget cuts—this is especially true of new programs to create excellence in staff performance, most of which are on hold. It was agreed that reports on strategic priorities for last year that have been completed or de-emphasized this year will be constrained to paragraphs added to the Intro/Mission/Vision/Strategic Priorities section. There was some discussion of the desirability of presenting strategic priorities in priority order, but it was also argued that it would be wrong to imply that certain perennial challenges, like achieving diversity in faculty recruiting and delivering excellence in undergraduate instruction, are lower or higher in priority than, say, building a culture of assessment. Comments and changes arising from the discussion will be incorporated into the next draft.

7. Review of Draft Assessment Priority in New Format

The tabular presentation of the strategic priority emphasizing building a culture of assessment was dis-

cussed within the context of the broader conversation about the state of the planning document. No major changes were proposed.

8. Other Business

With no further business the meeting adjourned at 12:54 p.m.

**Arts and Sciences Planning and Budgeting
Committee Meeting Minutes**
FRIDAY, FEBRUARY 6, 2009 - 1:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans Nicole Constable, W. Richard Howe, Juan J. Manfredi, and Kelly Otter; Director of Communications Carol Mullen; Professors Jean Ferguson Carr, Linda Jen-Jacobson, Marla Ripoll, and Jonathan Scott; Mr. Donald Bonidie, Ms. Patricia Cochran, and Ms. Megan Julian

Not Attending: Senior Assistant Dean Michelle L. Amato; Assistant Dean Barbara L. Vattimo; Senior Director of Undergraduate Studies Judith McConnaha; Professors Susan Harris Smith and Craig Wilcox; Ms. Nancy Sciulli

1. Minutes of the Meeting Held on January 14, 2009

Dean Cooper presented the minutes of the meeting held on January 14, 2009. Professor Marla Ripoll requested that the phrase “non-tenure stream” be added under section 4. Professor Jonathan Scott moved that the minutes be accepted as amended. Ms. Patricia Cochran seconded the motion and the minutes as amended were approved unanimously.

2. Dean’s Report

- **Toi Derricotte**, professor, Department of English, received a 2009 Chancellor’s Distinguished Public Service Award.
- **Charles Kinder**, professor, Department of English, received a 2009 Chancellor’s Distinguished Teaching Award.
- **Marla Ripoll**, associate professor, Department of Economics, received a 2009 Chancellor’s Distinguished Teaching Award.

3. Planning Document

Dean Cooper presented the updated Intro/Mission/Vision/Strategic Priorities for Change and the draft matrices for Voluntary Support, Graduate Studies, and the Graduate Section on Diversity to the committee. There was an extensive discussion on what should be in each column of the tabular presentation, particularly with regard to information that reported on prior year outcomes. There was agreement that the format did not easily accommodate the need to look both forward and backward when the School is in the middle (year three) of a five-year plan. It was agreed that the format could be clarified by adjusting the titles of the columns from School Goals, Objectives and Strategies, Measurements, and Evaluation and Outcomes to something like School Goals-Strategic Priorities for Change, Specific Objectives and Strategies, Measurements, and Evaluation, Outcomes, and FY 2010 Objectives.

The content of the graduate student diversity section was reviewed and accepted with some amendments, and an agreement that it would be helpful to include tabular material.

The content of the voluntary support section was discussed, and it was agreed that several statements needed to be moved under other column headings.

The content of the graduate studies section was discussed and generally accepted.

4. Other Business

Dean Cooper suggested cancelling the February 11, 2009 meeting to allow more preparation time for the next meeting (on February 17, 2009). The committee was in favor of the cancellation.

With no further business the meeting adjourned at 1:56 p.m.

**Arts and Sciences Planning and Budgeting
Committee Meeting Minutes**
TUESDAY, FEBRUARY 17, 2009 - 3:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans Nicole Constable, W. Richard Howe, and Juan J. Manfredi; Senior

Assistant Dean Michelle L. Amato; Senior Director of Undergraduate Studies Judith McConnaha; Director of Communications Carol Mullen; Professors Jean Ferguson Carr, Linda Jen-Jacobson, and Marla Ripoll; Ms. Patricia Cochran

Not Attending: Associate Dean Kelly Otter, Assistant Dean Barbara Vattimo, Professors Jonathan Scott, Susan Harris Smith, and Craig Wilcox, Mr. Donald Bonidie, Ms. Megan Julian, and Ms. Nancy Sciulli.

1. Minutes of the Meeting Held on February 6, 2009

Dean Cooper presented the minutes of the meeting held on February 6, 2009. Professor Jean Ferguson Carr moved that the minutes be accepted. Associate Dean Juan Manfredi seconded the motion and the minutes were approved unanimously.

2. Dean's Report

- **Kazunori Koide**, associate professor, Department of Chemistry, received a 2009 Chancellor's Distinguished Research Award (Junior Scholar).
- **Katherine MacCord**, Arts and Sciences student, Department of Anthropology, is the first University of Pittsburgh recipient of the Gates Cambridge Scholarship.

3. Review of the FY 2010 Budget Responsibility Center Planning Information for the School of Arts and Sciences and the College of General Studies

Dean Cooper presented the FY 2010 Budget Responsibility Center Planning Information for the School of Arts and Sciences and the College of General Studies provided by the Office of Financial Information. He reminded the committee that he had presented comparable information for the FY 2009 planning cycle at the January 14, 2009 meeting. The Committee reviewed and discussed the FY 2010 information, and the Dean emphasized the need to ensure that revenues for endowment accounts are spent appropriately or reinvested in principal. The Dean offered to answer any questions about the material in depth at this meeting or a future meeting after the Committee had an opportunity to review the information.

4. Planning Document—Sections for Initial Review

The contents of the resources and budget section and the undergraduate studies section were reviewed. The committee discussed these sections at length, and it was noted that the undergraduate studies section would be amended to include material for the College of General Studies. Many proposed changes focused on proper placement of information under "Measurements" versus "Evaluations, Outcomes, and Objectives for Next Year."

5. Planning Document—Sections Final Review

The contents of the sections on voluntary support, graduate studies, and the graduate section in diversity were reviewed. These sections had previously been reviewed by the committee and had been amended to reflect committee input. These sections were approved by the committee.

6. Other Business

Dean Cooper discussed with the committee a possible timeline for the planning document that concluded with final review at the March 3, 2009 meeting. The committee was satisfied with the progress.

With no further business the meeting adjourned at 4:08 p.m.

**Arts and Sciences Graduate Council
Meeting Minutes**
FRIDAY, OCTOBER 3, 2008

In Attendance: Andreas Blume, Stephen Carr, Julien Comte, Nicole Constable, Lucy Fischer, Carleton Gholz, Paula Kane, Marguerite Matthews, Scott Morgenstern, Linda Rinaman, and Michael Tamir

Not Attending: Kristen Flanagan and Susan Kalisz

1. Associate Dean Nicole Constable welcomed new and continuing members.
2. Mission and charge of the Arts and Sciences Graduate Council were presented. Associate Dean Constable also read the duties as listed in the Arts and Sciences Gazette. The Council was also informed of

the type of proposals the Council reviewed and approved over the last few years and the procedure followed once that approval has been granted. Linda Rinaman will serve her second year as non-voting President of the Academic Integrity Board.

The Council's review of the Professional Development Activities submitted by departments last year included a recommendation for a panel discussion.

3. **TA/TF Reviews.** Associate Dean Constable explained the TA/TF review guidelines and procedures. The Council was then asked to choose the departments to be reviewed this year. The departments of Germanic Languages and Literatures and Geology and Planetary Science were chosen. Professor Lucy Fischer and graduate student Julien Comte volunteered to review the Department of Germanic Languages and Literatures, and Professor Linda Rinaman and graduate student Carleton Gholz volunteered to review the Department of Geology and Planetary Science. Letters will be sent to these departments to notify them of the review.

4. Dean's Announcements

- a. NRC review has been delayed. Hopefully the methodology statement will be released at the end of October. If so, the data will be released by the end of January.
 - b. Chancellor Nordenberg's October 1 memo to the University community was discussed—particularly page 2, paragraph 4.
5. **New Business.** There was no new business. Meeting was adjourned.

**Arts and Sciences Graduate Council
Meeting Minutes**

FRIDAY, JANUARY 23, 2009

In Attendance: Stephen Carr, Julien Comte, Nicole Constable, Lucy Fischer, Kristen Flanagan, Carleton Gholz, Susan Kalisz, Marguerite Matthews, Linda Rinaman, and Michael Tamir

Not Attending: Andreas Blume, Paula Kane, and Scott Morgenstern

1. October 3, 2008 meeting minutes were accepted and approved unanimously by Council.
2. **TA/TF Department Reviews Update.** Associate Dean Nicole Constable updated Council on meeting dates and times for the TA/TF reviews for the Department of Geology and Planetary Science and the Department of Germanic Languages and Literatures.
3. **Assessments of Graduate Majors and Certificates.** All Council members were assigned nine departments to review and give constructive comments on matrices received. Associate Constable reviewed and alerted Council of 10 problem areas to consider, and also distributed Dean N. John Cooper's memo of January 12 to help guide Council in their comments. Associate Dean Constable will review and summarize comments and then pass them on to departments. Examples of model assessments and of types of problems were distributed. Comments are due in two weeks. Associate Dean Constable enumerated instructions as to what should be included in assessment matrices.

This assessment process will become part of an ongoing process for each department as they revise or update program goals and desired learning outcomes. One council member asked how this assessment process is linked to departmental reviews. Associate Dean Constable explained that the School of Arts and Sciences is currently revising the mini- and external-review process and replacing it with a wider departmental assessment plan. The assessment matrices will assist with our Middle States assessments.

4. **Graduate Funding Update.** Associate Dean Constable described the main sources of Arts and Sciences funding: endowment funds, external/federal grants, state funds, and tuition. We are currently planning for an expected decrease in the state funds for the upcoming academic year. The main principles that have guided reductions in the AY2010 graduate support budget build on the *Strategic Plan FY2008* (pp.48-49) and our continued need to protect PhD programs and fellowships that attract top graduate students.
5. **Dean's Announcements.** NRC Update: Methodology postponed to mid-February.
6. **New Business.** There was no new business. Meeting was adjourned.

<p>Faculty Personnel Actions</p>

<p>APPOINTMENTS</p>

CHEMISTRY

Server Yilmaz
Research Assistant Professor
December 15, 2008

COMPUTER SCIENCE

KyoungSoo Park
Assistant Professor
January 1, 2009

<p>CHANGES IN RANK</p>

BIOLOGICAL SCIENCES

Karen Arndt
Promoted, Professor
February 1, 2009

Tia-Lynn Ashman
Promoted, Professor
December 1, 2008

HISTORY

Alejandro de la Fuente
Promoted, Professor
February 1, 2009

Bruce Venarde
Promoted, Professor
February 1, 2009

HISTORY OF ART AND ARCHITECTURE

Karla Huebner
Title Changed, Visiting Lecturer
January 1, 2009

LINGUISTICS

Amani Attia
Title Changed, Lecturer
January 1, 2009

PHILOSOPHY

Karl Schafer
Title Changed, Assistant
Professor
February 1, 2009

POLITICAL SCIENCE

Wenfang Tang
Promoted, Professor
February 1, 2009

<p>ADMINISTRATIVE CHANGES</p>

FRENCH AND ITALIAN LANGUAGES & LITERATURES

Renate Kosinski
Appointed, Acting Chair
January 1-May 31, 2009

HISTORY

William Chase
Appointed, Acting Chair
January 1-April 30, 2009

<p>SABBATICALS/LEAVES OF ABSENCE</p>

AFRICANA STUDIES

Brenda Berrian
Sabbatical Leave
January 1-April 30, 2009

ANTHROPOLOGY

Gabriella Lukacs
Leave of Absence
March 10-April 30, 2009

Michael Siegel
Sabbatical Leave
January 1-June 30, 2009

BIOLOGICAL SCIENCES

Nancy Kaufmann
Leave of Absence
December 17, 2008-February 24, 2009

CHEMISTRY

Kazunori Koide
Sabbatical Leave
January 1-April 30, 2009

Peter Siska
Leave of Absence
December 14, 2008-February 24, 2009

Megan Spence
Leave of Absence
October 10-December 18, 2008

CLASSICS

Mae Smethurst
Leave of Absence
January 1-April 30, 2009

COMMUNICATION

John Poulakos
Leave of Absence
November 10-December 13, 2008

COMPUTER SCIENCE

Milos Hauskrecht
Sabbatical Leave
January 1-April 30, 2009

Alexandros Labrinidis
Sabbatical Leave
January 1-April 30, 2009

EAST ASIAN LANGUAGES & LITERATURES

Cecile Sun
Leave of Absence
August 25-October 22, 2008

ECONOMICS

Frank Giarratani
Leave of Absence
March 5-April 15, 2009

ENGLISH

H. David Brumble, III
Sabbatical Leave
January 1-April 30, 2009

Nicholas Coles
Sabbatical Leave
January 1-April 30, 2009

Jane Feuer
Sabbatical Leave
January 1-April 30, 2009

Hans Mattingly
Leave of Absence
February 11-April 30, 2009

Mariolina Salvatori
Leave of Absence
January 1-April 30, 2009

FRENCH AND ITALIAN
LANGUAGES & LITERATURES

Dennis Looney
Sabbatical Leave
January 1-April 30, 2009

GEOLOGY AND PLANETARY
SCIENCE

Mark Abbott
Sabbatical Leave
January 1-April 30, 2009

HISTORY

Orysia Karapinka
Leave of Absence
January 1-March 1, 2009

Irina Livezeanu
Sabbatical Leave
January 1-April 30, 2009

Marcus Rediker
Leave of Absence
January 1-April 30, 2009

Bruce Venarde
Sabbatical Leave
January 1-April 30, 2009

HISTORY AND PHILOSOPHY
OF SCIENCE

James Lennox
Sabbatical Leave
January 1-April 30, 2009

Edouard Machery
Leave of Absence
January 1-April 30, 2009

HISTORY OF ART AND
ARCHITECTURE

Ann Harris
Sabbatical Leave
January 1-April 30, 2009

Alison Stones
Leave of Absence
January 1-December 31, 2009

Franklin Toker
Sabbatical Leave
January 1-April 30, 2009

H. Anne Weis
Sabbatical Leave
January 1-April 30, 2009

NEUROSCIENCE

Stephen Meriney
Sabbatical Leave
January 1-April 30, 2009

PHILOSOPHY

Karin Boxer
Leave of Absence
January 1-April 30, 2009

Stephen Engstrom
Sabbatical Leave
January 1-April 30, 2009

Kieran Setiya
Sabbatical Leave
January 1-April 30, 2009

POLITICAL SCIENCE

David Bearce
Sabbatical Leave
January 1-April 30, 2009

Christopher Bonneau
Sabbatical Leave
January 1-April 30, 2009

Jonathan Woon
Leave of Absence
February 2-March 1, 2009

SLAVIC LANGUAGES &
LITERATURES

Jane Harris
Leave of Absence
January 1-April 30, 2009

SOCIOLOGY

Deborah Gould
Leave of Absence
January 1-April 30, 2009

STUDIO ARTS

Kenneth Batista
Sabbatical Leave
January 1-April 30, 2009

RETIREMENT

ENGLISH

Lee Gutkind
Professor Emeritus
December 31, 2008

RESIGNATIONS

NEUROSCIENCE

Daniel Lodge
Research Assistant Professor
February 28, 2009

DECEASED

CHEMISTRY

Peter Siska
Professor
February 27, 2009