

A&S GAZETTE

School of Arts and Sciences

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REPORT OF THE SECRETARY OF THE TENURE COUNCIL

PROFESSOR MAE SMETHURST
AUGUST 27, 2003

Between September 1, 2002 and August 31, 2003 a total of 18 *ad hoc* Review Committees were convened to advise the Dean of Arts and Sciences on cases involving promotion to Associate Professor with tenure, appointment at senior rank, or promotion to full Professor. The members of these Committees were chosen by the Tenure Council Selection Committee and the Dean of Arts and Sciences in accordance with the Arts and Sciences Bylaws. In the previous eight years, the number of *ad hoc* Review Committees was as follows:

1994-1995	26	1998-1999	37
1995-1996	26	1999-2000	23
1996-1997	26	2000-2001	37
1997-1998	36	2001-2002	21

Five Committees were convened to advise the Dean on departmental recommendations that Assistant Professors be promoted to the rank of Associate Professor and awarded tenure; two of the cases were brought to the Dean before the statutory deadline. Four Committees voted unanimously to support the departmental recommendations; one committee voted unanimously against a departmental recommendation for early promotion and award of tenure. The Dean accepted three of the four positive *ad hoc* recommendations. The Dean did not recommend promotion and the award of tenure in one case supported by an *ad hoc* and did not act on the early promotion that was not supported by an *ad hoc*. One of the candidates has asked for reconsideration and the case is under review.

The Dean denied promotion to the rank of Associate Professor and the award of tenure to one candidate who was not supported by his department—the candidate has asked for reconsideration, and the case is under review.

Five *ad hoc* Review Committees were convened to advise the Dean on departmental recommendations for promotion of Associate Professors to the rank of full Professor. Four committees voted unanimously in favor of the departmental recommendations; one committee voted three in favor and two opposed to the recommendation. The Dean accepted the four unanimous recommendations; the split decision is still pending.

Three Review Committees were convened to advise the Dean on a departmental recommendation to appoint a new faculty member at the rank of Associate Professor with tenure. In all three cases, the Committee voted unanimously in favor of the departmental recommendation. Offers were authorized to the candidates. One candidate accepted the offer, one declined, and one offer is still pending.

Five Review Committees were convened to advise the Dean on a departmental recommendation to appoint a new faculty member at the rank of full Professor with tenure. The Committees voted unanimously in favor of the departmental recommendations. Offers were extended to all five candidates. Of those five, one accepted the offer and four declined.

The Tenure Council for 2002-2003 consisted of 42 regular members and 33 alternate members. These individuals were called on for service on *ad hoc* Review Committees as follows: 20 served on one committee, five on two, four on three, three on four, and one on five committees. In addition, 31 other faculty members from Arts and Sciences and three faculty members from other schools and universities served on *ad hoc* Review Committees during the academic year.

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**FACULTY PERSONNEL
ACTIONS**

APPOINTMENTS

AFRICANA STUDIES

Kwame Botwe-Asamoah
Assistant Professor
September 1, 2003

Paula Davis
Assistant Professor
July 1, 2003

Kimberly Ellis
Visiting Assistant Professor
September 1, 2003

ANTHROPOLOGY

Bryan Hanks
Assistant Professor
September 1, 2003

BIOLOGICAL SCIENCES

Meredith Barbieri
Visiting Laboratory Instructor
June 1, 2003

Sheara Fewell
Research Assistant Professor
September 1, 2003

Kirill Kiselyov
Assistant Professor
October 1, 2003

Peter Quinby
Field Associate Professor
May 1, 2003

Anthony Schwacha
Assistant Professor
September 1, 2003

CHEMISTRY

Ona Adair
Visiting Lecturer
September 1, 2003

Amy Beisler
Lecturer
August 1, 2003

COMMUNICATION

Marcy Halpin
Visiting Instructor
September 1, 2003

Allen Larson
Visiting Lecturer
September 1, 2003

Richard Pioto
Lecturer
September 1, 2003

Michelle Silva
Visiting Instructor
September 1, 2003

COMPUTER SCIENCE

Rebecca Hwa
Assistant Professor
September 1, 2003

EAST ASIAN LANGUAGES &
LITERATURES

Noriko Kanisawa
Visiting Assistant Instructor
September 1, 2003

Junzo Oshimo
Visiting Assistant Instructor
September 1, 2003

ECONOMICS

Larissa Campuzano
Visiting Lecturer
September 1, 2003

James Feigenbaum
Assistant Professor
September 1, 2003

Alexander Matros
Assistant Professor
September 1, 2003

Soiliou Namoro
Assistant Professor
September 1, 2003

ENGLISH

Emily Bauman
Visiting Lecturer
September 1, 2003

Mark Best
Visiting Lecturer
September 1, 2003

Don Bialostosky
Professor w/tenure
September 1, 2003

Michael Byers
Assistant Professor
September 1, 2003

Andrea Hibbard
Visiting Assistant Professor
September 1, 2003

Elizabeth Matway
Visiting Lecturer
September 1, 2003

Julianne McAdoo
Visiting Lecturer
September 1, 2003

Amy Murray
Visiting Lecturer
September 1, 2003

Beth Newborg
Visiting Lecturer
September 1, 2003

Daniel Wild
Visiting Instructor
September 1, 2003

FRENCH AND ITALIAN
LANGUAGES & LITERATURES

Deborah A. Blocker
Assistant Professor
September 1, 2003

Roberta Hatcher
Assistant Professor
September 1, 2003

GEOLOGY AND PLANETARY
SCIENCE

Michael Rosenmeier
Assistant Professor
September 1, 2003

HISPANIC LANGUAGES &
LITERATURES

Ligia Aldana
Lecturer
September 1, 2003

Ana Carvalho
Lecturer
September 1, 2003

HISTORY

Snjezana Buzov
Visiting Instructor
September 1, 2003

Susan Corbesero
Lecturer
September 1, 2003

Donna Gabaccia
Andrew Mellon Professor
w/tenure
September 1, 2003

Lara Putnam
Assistant Professor
July 1, 2003

Mary Shahen
Assistant Instructor
September 1, 2003

Gregor Thum
Visiting Assistant Professor
September 1, 2003

HISTORY AND PHILOSOPHY OF
SCIENCE

Allan Gottself
Visiting Professor
September 1, 2003

Paolo Palmieri
Assistant Professor
September 1, 2003

HISTORY OF ART AND
ARCHITECTURE

Emmanuel Enwezor
Visiting Professor
September 1, 2003

LINGUISTICS

Jeffrey Good
Visiting Assistant Professor
September 1, 2003

Shelome Gooden
Instructor
September 1, 2003

Pascual Masullo
Associate Professor
September 1, 2003

Dawn McCormick
Lecturer
July 1, 2003

MATHEMATICS

Mark Dickinson
Assistant Professor
September 1, 2003

Anna Vainchtein
Assistant Professor
September 1, 2003

MUSIC

Amelia Maciszewski
Visiting Assistant Professor
September 1, 2003

Alan Shockley
Visiting Assistant Professor
September 1, 2003

NEUROSCIENCE

Mark Jackson
Research Assistant Professor
October 1, 2003

Bitu Moghaddam
Professor w/tenure
November 1, 2003

Mark Stefani
Research Assistant Professor
October 1, 2003

PHILOSOPHY

Jason Dickenson
Visiting Instructor
September 1, 2003

Cian Dorr
Assistant Professor
September 1, 2003

Jessica Moss
Instructor
September 1, 2003

PHYSICS AND ASTRONOMY

David Asner
Research Assistant Professor
September 1, 2003

Russell Clark
Lecturer
September 1, 2003

Albert Heberle
Associate Professor
September 1, 2003

POLITICAL SCIENCE

Sebastian Saiegh
Assistant Professor
September 1, 2003

Jennifer Victor
Assistant Professor
September 1, 2003

PSYCHOLOGY

Janine Flory
Research Assistant Professor
September 1, 2003

Jana Iverson
Assistant Professor
September 1, 2003

Cynthia Lausberg
Lecturer
September 1, 2003

Tessa Warren
Assistant Professor
September 1, 2003

RELIGIOUS STUDIES

David Brodsky
Lecturer
September 1, 2003

SOCIOLOGY

Salvatore Babones
Assistant Professor
September 1, 2003

STUDIO ARTS

Stephen Hankin
Visiting Lecturer
September 1, 2003

THEATRE ARTS

Kathryn Spitz
Visiting Lecturer
September 1, 2003

WOMEN'S STUDIES

Carrie Rentschler
Visiting Assistant Professor
September 1, 2003

CHANGES IN RANK

ENGLISH

Shalini Puri
Promoted, Associate Professor
w/tenure
September 1, 2003

MATHEMATICS

G. Bard Ermentrout
Promoted, University Professor
September 1, 2003

PHILOSOPHY

Laura Ruetsche
Promoted, Associate Professor
w/tenure
September 1, 2003

PSYCHOLOGY

William Shadel
Promoted, Research Associate Pro-
fessor
September 1, 2003

SLAVIC LANGUAGES &
LITERATURES

Martin Votruba
Promoted, Senior Lecturer
September 1, 2003

ADMINISTRATIVE CHANGES

ANTHROPOLOGY

Richard Scaglione
Succeeding Robert Drennan as
Chair
September 1, 2003

BIOLOGICAL SCIENCES

Graham Hatfull
Succeeding James Pipas as Chair
July 1, 2003

COMMUNICATION

John Lyne
Succeeding Donald Egolf as Chair
May 1, 2003

FRENCH AND ITALIAN
LANGUAGES & LITERATURES

Philip Watts
Succeeding Dennis Looney as
Chair
September 1, 2003

HISTORY

Van Beck Hall
Succeeding William Chase as Act-
ing Chair
September 1, 2003

HISTORY AND PHILOSOPHY OF
SCIENCE

John Earman
Succeeding John Norton as Acting
Chair
September 1, 2003

THEATRE ARTS

Bruce McConachie
Succeeding Attilio Favorini as Act-
ing Chair
September 1, 2003

**SABBATICALS/LEAVES OF
ABSENCE**

ANTHROPOLOGY

Robert Drennan
Sabbatical Leave
September 1-December 31, 2003

BIOLOGICAL SCIENCES

Karen Arndt
Sabbatical Leave
September 1-December 31, 2003

Susan Gilbert
Sabbatical Leave
September 1-December 31, 2003

Jeffrey Lawrence
Sabbatical Leave
September 1-December 31, 2003

CHEMISTRY

Tara Meyer
Sabbatical Leave
September 1-December 31, 2003

David Waldeck
Sabbatical Leave
September 1-December 31, 2003

CLASSICS

Hans-Peter Stahl
Sabbatical Leave
September 1-December 31, 2003

COMMUNICATION

Trudy Bayer
Leave of Absence
August 25-November 1, 2003

COMPUTER SCIENCE

Robert Daley
Sabbatical Leave
September 1-December 31, 2003

Mary Lou Soffa
Sabbatical Leave
September 1, 2003-April 30, 2004

Kurt VanLehn
Sabbatical Leave
September 1-December 31, 2003

ENGLISH

Susan Andrade
Leave of Absence
September 1, 2003-April 30, 2004

Curtis Bright
Sabbatical Leave
September 1, 2003-April 30, 2004

Lynn Emanuel
Leave of Absence
September 1-December 31, 2003

Lewis Nordan
Leave of Absence
September 3-December 5, 2003

FRENCH AND ITALIAN
LANGUAGES & LITERATURES

Renate Kosinski
Leave of Absence
September 1, 2003-April 30, 2004

Diana Méritz
Leave of Absence
August 25-November 21, 2003

GEOLOGY AND PLANETARY
SCIENCE

Chen Zhu
Leave of Absence
September 1-December 31, 2003

GERMANIC LANGUAGES &
LITERATURES

Amy Colin
Leave of Absence
September 1-December 31, 2003

Sabine Hake
Leave of Absence
September 1, 2003-April 30, 2004

HISPANIC LANGUAGES &
LITERATURES

Jerome Branche
Leave of Absence
September 1-December 31, 2003

HISTORY

Alejandro de la Fuente
Leave of Absence
September 1, 2003-April 30, 2004

Robert Doherty
Sabbatical Leave
September 1-December 31, 2003

Ann Jannetta
Sabbatical Leave
September 1–December 31, 2003

Werner Troesken
Leave of Absence
September 1, 2003–April 30, 2004

HISTORY OF ART AND ARCHITECTURE

Aaron Sheon
Leave of Absence
September 1–December 31, 2003

MATHEMATICS

Mihai Anitescu
Leave of Absence
September 1, 2003–April 30, 2004

Jacob Burbea
Sabbatical Leave
September 1–December 31, 2003

Gunduz Caginalp
Sabbatical Leave
September 1–December 31, 2003

MUSIC

Eric Moe
Sabbatical Leave
September 1, 2003–April 30, 2004

NEUROSCIENCE

Jon Johnson
Sabbatical Leave
September 1, 2003–April 30, 2004

Edward Stricker
Sabbatical Leave
September 1–December 31, 2003

PHILOSOPHY

Anil Gupta
Sabbatical Leave
September 1, 2003–April 30, 2004

PHYSICS AND ASTRONOMY

Rainer Johnsen
Sabbatical Leave
September 1–December 31, 2003

Jeremy Levy
Sabbatical Leave
September 1–December 31, 2003

Irving Lowe
Sabbatical Leave
July 1–December 31, 2003

PSYCHOLOGY

Michlene Chi
Sabbatical Leave
September 1–December 31, 2003

Charles Perfetti
Sabbatical Leave
September 1–December 31, 2003

Janet Schofield
Sabbatical Leave
September 1–December 31, 2003

RELIGIOUS STUDIES

Paula Kane
Sabbatical Leave
September 1–December 31, 2003

Linda Penkower
Sabbatical Leave
September 1–December 31, 2003

SLAVIC LANGUAGES & LITERATURES

Helena Goscilo
Sabbatical Leave
September 1–December 31, 2003

SOCIOLOGY

Peggy Lovell
Sabbatical Leave
September 1–December 31, 2003

STUDIO ARTS

Delanie Jenkins
Sabbatical Leave
September 1–December 31, 2003

THEATRE ARTS

Attilio Favorini
Sabbatical Leave
September 1, 2003–April 30, 2004

SEMESTER-AT-SEA

ANTHROPOLOGY

Robert Hayden, Academic Dean
Fall 2004 Voyage

HISTORY

William Chase
Fall 2004 Voyage

RETIREMENT

ARTS AND SCIENCES

Reid Reading
Executive Director for Latin American Studies Association
June 23, 2003

HISTORY OF ART AND ARCHITECTURE

Aaron Sheon
Professor Emeritus
November 30, 2003

MATHEMATICS

Henry Cohen
Associate Professor Emeritus
August 31, 2003

PHILOSOPHY

Richard Gale
Professor Emeritus
April 30, 2003

SOCIOLOGY

Burkart Holzner
Distinguished Service Professor Emeritus of International Studies & Professor Emeritus of Sociology and Public & International Affairs
June 30, 2003

RESIGNATIONS

ANTHROPOLOGY

Steven Gaulin
Professor
August 31, 2003

Esra Ozyurek
Visiting Assistant Professor
April 30, 2003

BIOLOGICAL SCIENCES

Gail Johnston
Lecturer
June 6, 2003

Evelyn Vleck
Visiting Laboratory Instructor
May 31, 2003

CHEMISTRY

Igor Lednev
Research Assistant Professor
August 31, 2002

Margaret Vines
Visiting Lecturer
April 30, 2003

COMMUNICATION

Danae Clark
Associate Professor
April 30, 2003

Deborah Gale
Visiting Lecturer
April 30, 2003

ENGLISH

Jaime Harker
Lecturer
May 31, 2003

Anthony Hoagland
Assistant Professor
August 31, 2003

Sara London
Visiting Lecturer
April 30, 2003

Patricia Suzanne Sullivan
Visiting Lecturer
April 30, 2003

FRENCH AND ITALIAN
LANGUAGES & LITERATURES

Yves Citton
Associate Professor
April 30, 2003

GEOLOGY AND PLANETARY
SCIENCE

Chen Zhu
Assistant Professor
December 31, 2003

MUSIC

Alice Lebaron
Assistant Professor
April 30, 2003

NEUROSCIENCE

Robert Poage
Research Assistant Professor
July 31, 2003

PHILOSOPHY

Donald Bruckner
Visiting Lecturer
August 31, 2003

Andrea Westlund
Assistant Professor
August 31, 2003

PSYCHOLOGY

John Garofalo
Research Assistant Professor
May 31, 2003

Cynthia Prehar
Lecturer
July 31, 2003

SLAVIC LANGUAGES &
LITERATURES

Ilya Vinitiski
Visiting Assistant Professor
April 30, 2003

SOCIOLOGY

Gianpaolo Baiocchi
Assistant Professor
April 30, 2003

THEATRE ARTS

Brynell Jameson
Visiting Lecturer
August 31, 2003

Robert Steele
Visiting Lecturer
August 31, 2003

WOMEN'S STUDIES

Carol Mason
Visiting Assistant Professor
April 30, 2003

END OF CONTRACT

COMMUNICATION

John Gillette
Visiting Instructor
April 30, 2003

Mark Harrison
Visiting Instructor
August 31, 2003

ENGLISH

Michael Aronson
Visiting Instructor
August 31, 2003

David Guo
Visiting Lecturer
April 30, 2003

Nancy Koerbel
Visiting Lecturer
April 30, 2003

HISTORY

Christopher Kopper
Visiting Associate Professor
August 31, 2003

Jorge Nallim
Visiting Assistant Professor
August 31, 2003

LINGUISTICS

Molly Homer
Visiting Assistant Professor
April 30, 2003

Eve Ng
Visiting Instructor
April 30, 2003

MATHEMATICS

Alan Ho
Visiting Assistant Professor
April 30, 2003

Jan Karbowski
Research Assistant Professor
August 31, 2002

MUSIC

David Keberle
Visiting Assistant Professor
April 30, 2003

PHILOSOPHY

Andrea Falcon
Visiting Assistant Professor
April 30, 2003

PSYCHOLOGY

Joanna Polefrone
Research Assistant Professor
August 31, 2002

DECEASED

CHEMISTRY

Rex Shepherd
Professor
September 15, 2003

**ARTS AND SCIENCES SPRING 2003
FACULTY MEETING MINUTES**

WEDNESDAY, APRIL 16, 2003 - 3:30-5:00 P.M.

The meeting was called to order at 3:32 p.m. by Dean Cooper.

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

- **Faculty deaths:** Rob Penny of Africana Studies and Heda Segvic of Philosophy.
- Gov. Ed Rendell's proposal to cut the University of Pittsburgh's Commonwealth appropriation for next year by 5 percent would reduce the University's state funding to \$14 million less than it was two years ago.
- Fourteen teaching proposals have been selected for funding under the Provost's Advisory Council on Instructional Excellence's Fourth Annual Innovation in Education Awards Program. The projects range from developing an online "virtual laboratory" as an aid to mathematics and engineering students to utilizing resin cast replicas of artifacts to enrich archaeology instruction and analysis.

The awards, instituted in 2000 by Provost James V. Maher, were designed to encourage instructional development and teaching excellence throughout the University's schools and departments. Five were Arts and Sciences winners including:

Anthony T. Boldurian, professor, Department of Anthropology, University of Pittsburgh at Greensburg, "Casts in the Classroom: An Innovative Approach to Archaeology Instruction."

The proposal details the use of an "artifact activity kit" for the undergraduate archaeology classroom. The kit will contain 11 cast replicas of Paleolithic stone tools made of epoxy rosin, accompanied by an illustrated manual and six activity modules utilizing the casts to instruct students in basic artifact analysis.

Aaron Sheon, professor, Department of History of Art and Architecture, "A CAS 'Capstone Class' Entitled Art and Photography for History of Art and Architecture Majors, with a New Darkroom Laboratory Practice in Historic Photographic Camera Techniques."

The proposal calls for an undergraduate research seminar primarily for students majoring in the history of art and architecture. It also can serve students majoring in studio arts and film studies. This "capstone class" will familiarize students with critical thinking about the history of art and photography, encourage excellent writing skills, and teach them about different photograph processing techniques from the 19th century.

José Carlos Brustoloni, assistant professor, Department of Computer Science, "Laboratory for Computer Network Security Instruction."

The goal of this project is to design and implement an instructional laboratory that will improve Pitt's computer science curriculum in the area of computer network security. The laboratory will demonstrate live computer hacker attacks, giving students hands-on experience in countering such attacks. The project also will encompass 10 security experiments, including password cracking, network intrusion detection, firewalls, e-mail and Web site forgery, and public key infrastructure.

Heather Allen, French coordinator, and **Veronica Dristas**, Italian coordinator, both in the Department of French and Italian Languages and Literatures, "Web-Based Materials Development in French and Italian."

The proposal calls to implement Web-based materials in which print, audio, and video images from native speakers will be collected and converted into a digital format for use in undergraduate French and Italian courses. Converting the information into a Web site will provide a more accessible and affordable means of delivery.

Chandralekha Singh, senior lecturer, Department of Physics and Astronomy, "Web-based Video Tutorials for Enhancing Problem Solving, Reasoning, and Meta-Cognitive Skills of Introductory Physics Students."

This project will enhance and expand a set of Web-based problem-solving videos, in order to help introductory physics students improve their problem solving, reasoning, and meta-cognitive abilities. The self-paced videos will provide students support in understanding the problem solving process as an opportunity for knowledge and skill acquisition, rather than a chore or guessing task.

- The Stephen Foster Memorial auditorium emerged from a \$2 million renovation project and reopened April 4 as the **Charity Randall Theatre**.

The \$2 million reconstruction and upgrade of the auditorium, home to countless theater and musical productions over the past 66 years, is the first of its kind since the historic building opened in 1937 to honor Pittsburgh native Stephen Collins Foster (1826-1864). The new theater seats 478 people. Funds for the renovation project were made possible through the Charity Randall Foundation, founded in 1977 following the death of Charity Randall, a devotee of literature, poetry, and the arts. The project marks the first comprehensive reconstruction of the auditorium since it opened in 1937.

- Six professors will be honored April 30 by the Carnegie Science Center when it hosts its seventh

annual Awards for Excellence 2003. The awards recognize professionals and students who have made breakthroughs in the fields of science, technology, and science education. Among the six being awarded, one is **Joseph Grabowski**, associate professor in Chemistry, who won the University/Post-Secondary Educator Award which recognizes teachers for their ability to inspire students through science.

Joseph Grabowski is also co-developer of the first virtual mass spectrometry system. This interactive Internet educational tool will enable students and researchers to learn how to solve real problems from different scientific disciplines. Dubbed the Virtual Mass Spectrometry Laboratory (VMSL), this computerized tool was presented March 23 at the 225th annual meeting of the American Chemical Society (ACS) in New Orleans. The system will allow many more undergraduate students to participate at one time in challenging technologies that are increasingly essential for conducting much of today's research.

- **Kuntu Repertory Theatre** presented *Ashes to Africa* March 20 through April 5 in the seventh-floor auditorium of Alumni Hall. *Ashes to Africa* was written by Pittsburgh native Mark Southers and directed by Vernell Lillie.

From the floor: president of Brown University gave credit to Vernell Lillie for giving her the inspiration to go on to college and pursue a career in academia

2. Report on Amendments to Bylaws (Dean N. John Cooper)

Amendments to the Bylaws that went to mail ballot were passed 157-1. Will be codified in September 2003 Bylaws.

3. Report from CAS Council (Associate Dean Patricia Beeson)

Announcements regarding teaching awards & recognitions:

- Chancellor's Award for Teaching Excellence: Joseph Grabowski (Chemistry)
- Bellet Teaching Awards: Peter Siska (Chemistry) and James Seitz (English)
- *Pitt Magazine* recognized several faculty members for their teaching: Graham Hatfull (Biological Sciences); Peter Siska (Chemistry); and Barbara McClosky (History of Art and Architecture)

Student Awards:

- Marshall Scholar: Cynthia Kinnan (Economics and Mathematics)
- Goldwater Scholars: Pedram Roushan (Physics) and Tina Ha (Biological Sciences)

Admissions:

Incoming Class: Applications for CAS are up 7.5 percent over last year. We are working with Admissions to manage the size of the incoming class, and to maintain the high quality of students being admitted. This year we have a total of 12,500 applications for 2,100 seats in the Freshman class (six applications for each seat). We have offered admission to 6,200. Acceptances are down about 18 percent and we are hopeful that this will translate into the 5-10 percent decline we are looking for. (Last year at this time we were down 15 percent and ended up with a 5 percent decline.) We are aiming for less than 10,000 by reduction in the freshman class and in acceptance of transfer students.

Working to improve selectivity: In addition, there appears to be a sizeable increase in paper qualification (combined SATs and Rank in Class). Currently, we are on track for a 10-20 point increase in combined SATs (including or excluding athletes and special admits) and for the number of students coming from the top 1/5 of their high school class.

Improving materials sent out to recruit students: We are working with OAFA to go over our recruiting materials and practices, and we plan to develop a CAS brochure that highlights what we believe to be the comparative advantages of the Arts and Sciences at Pitt.

Implementation of curricular changes approved by faculty last spring:

Administrative:

1. We have rewritten all curricular materials to better communicate the goals of a liberal education and the role of the General Education Requirements in attaining those goals.
2. Reviewed courses and removed from the General Education Catalog courses that have not been offered for the past five years. Also improving course descriptions; and communicating which classes fulfill requirements.
3. Addressed transition issues not addressed in the document voted on
 - a. students admitted 04-1 must follow new curriculum
 - b. students admitted prior to 04-1 have option of switching to new curriculum
 - c. BS majors admitted prior to 04-1 will continue to have exemption of two GE courses, if they stay under old rules, those admitted 04-1 or later will not have this exemption
 - d. redrafting guidelines for GE courses

4. Are reviewing courses for GE along with regular review

Curricular Initiatives: Speech/Writing/IT/QR/Diversity across the curriculum; Capstone courses; Assessment.

1. In the fall we met with groups of department chairs to discuss their concerns and plans. In January we reported back to the chairs summarizing the discussions, and asked departments to
 - a. Develop department-specific plans for achieving goals set out in the new curriculum. Reports are due in May. The committee will review the reports over the summer and report back to departments, including summary of what different departments are doing. These departmental plans will then form the basis for future reporting on undergraduate curriculum: Annual Report from Chair to Dean; mini-reviews; external reviews
 - b. I have visited 10 or so departments to discuss their plans, have had informal conversations with another 10-12.
 - c. Invited departments to submit funding requests
2. Planning "faculty development" to assist faculty in incorporating the planned changes into their courses including CIDDE program: Writing and Speaking Across the Curriculum

4. Report from FAS Graduate Council (Associate Dean Steven Husted)

Announcements:

1. Earlier this year, our Department of English was one of six English programs from U.S. universities invited by the Carnegie Foundation to participate in its *Carnegie Initiative on the Doctorate Program*. Faculty and graduate students will be working with counterparts from other programs under the auspices of the Foundation to evaluate graduate training in the discipline.

The Foundation has announced that it will expand its initiative to include two other disciplines: history and neuroscience. We are hopeful that one or both of our departments in these fields will be chosen to participate.

2. We are now at the end of this year's application cycle. We have now received more than 3,300 electronic applications from students who want to begin graduate study in fall 2003. We began online applications two years ago. That year we received 900 electronic applications. Last year we received 1,900. The growth in the use of this medium has been phe-

nominal, and this has inspired some of the work of the Graduate Council.

Graduate Council Report:

1. Because of the importance of the Web to graduate student recruiting, the Graduate Council has been reviewing the content of Arts and Sciences department Web pages. The Council has focused on the factors such as content, presentation, and ease of navigation. We have now completed review of all department pages, and I have forwarded our findings on to department chairs. We intend to continue this effort in future years.
2. Each year, subcommittees of the Council review TA training programs in various departments in order to insure that TAs are receiving the training they need to do their jobs well. This year we reviewed programs in the Psychology and Economics Departments. We had minor concerns with each, but concluded that both were doing good jobs with their students.

From the floor: suggestion to incorporate case studies into TA training—looking at specific issues: cheating, nasty students

Q from the floor: Have we done any benchmarking with other universities regarding online applications? *SH:* The vendor that handles the online applications claimed that we should see about 1/3 of our applications online the first year. Our growth has increased significantly more than projected. We don't and won't know what the total application count is until mid-summer.

Comment from the floor: focus group approach very helpful for Web site—suggest using same for TA training. *SH:* on grad Web page: best practices in TA training; response—something more interactive

5. Renaming Arts and Sciences (Dean N. John Cooper)

Dean Cooper introduced the issue of the renaming the Faculty and College of Arts and Sciences to the School of Arts and Sciences. He referred attendees to his message in the *FAS Gazette*. He then turned the floor over to Associate Dean for Faculty Affairs, James Knapp, Vice Chair of FAS Council, to move the following motions on behalf of FAS Council.

Before moving the motions, Dean Knapp commented: The issues involved in these motions are straightforward—there have been several versions of organization in the past which have led to confusion. The relation between the various parts of the institution is unclear to many people. The name is not terribly intuitive and does not map well onto the practices of other universities and most notably, not with the University of Pittsburgh where entities that offer only undergraduate programs are called Colleges, those which offer both

graduate and undergraduate are called Schools, and those which only offer graduate programs are called Graduate Schools.

Dean Knapp then read the following motions:

MOTION A

Whereas, The name of our school should encompass the full scope of our mission as the liberal arts heart of the University of Pittsburgh, including undergraduate instruction, graduate instruction, and the generation of new knowledge through faculty research and scholarship in the humanities, social sciences, natural sciences and many interdisciplinary areas of inquiry.

Resolved, That FAS recommends to the Provost that the Faculty of Arts and Sciences be renamed the School of Arts and Sciences, abbreviated Arts and Sciences or A&S.

MOTION B

Whereas, The Bylaws of the school should reflect the name of the school and our governance committees should have names that provide functional descriptions that are self-explanatory to all.

Resolved, That the FAS Bylaws be amended to reflect the new identity as the School of Arts and Sciences as in the appended draft Bylaws.

Note: Under Section V of the FAS Bylaws, which deals with the process for amendment of the Bylaws, "to take effect an amendment must be moved, seconded and debated in a meeting of the Full Faculty, and voted on by mail ballot." These rules apply to this Motion.

This motion would automatically fall if Motion A is defeated or the Provost rejects this recommendation.

Motion seconded by Deane Root. No debate or comments.

Dean Cooper: There are not enough faculty present to constitute a quorum, therefore do the members of the faculty wish to refer Motion A to mail ballot? One person opposed, motion carries.

NJC: will put together standard written ballot next week.

6. Other Business

There was no other business.

Meeting adjourned 4:08 p.m.

A&S COUNCIL MEETING MINUTES

WEDNESDAY, FEBRUARY 26, 2003 - 3:00-4:30 P.M.

In Attendance: Dean N. John Cooper; Associate Deans W. Richard Howe, Steven Husted, and James Knapp; Assistant Dean Michelle L. Amato; Professors Joseph Alter, Daniel Berkowitz, Nancy Condee, Linda Jen-Jacobsen, Delanie Jenkins, Kenneth Jordan, Clark Muenzer, Evelyn Rawski, G. Alec Stewart, and David Wilkins

Not Attending: Associate Dean Patricia Beeson; Professors William Chase and Carson Chow; Mr. James Clawson and Mr. Tri Nguyen

1. Minutes of the FAS Council Meeting Held on January 13, 2003

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

2. Dean's Report

Dean Cooper reported that Arts and Sciences were very well represented in the Chancellor's Distinguished Research and Teaching Awards, which were recently announced. Details of the Dean's announcements are as follows:

The **Chancellor's Distinguished Teaching awards** included an award to **Joseph Grabowski**, professor in the Department of Chemistry, who is being recognized for innovative teaching techniques that he uses to "challenge and motivate students" and for creating a learning environment that incorporates their diversity of learning styles. He also directs a grant providing summer research opportunities for undergraduate students.

In the **Research category**, recipients of senior research awards included Jeffrey Schwartz and Craig Wilcox, and in the Junior Research category, awards included those to Kay Brummond and Jeffrey Lawrence. **Jeffrey Schwartz**, professor in the Department of Anthropology, is being honored as one of the world's leading experts on human and nonhuman primate evolution, and as "an imaginative and highly original thinker whose work is innovative and inspiring." **Craig Wilcox**, professor in the Department of Chemistry, is being recognized for his influential work in the fields of physical organic chemistry, molecular recognition, and combinatorial chemistry. **Kay Brummond**, associate professor in the Department of Chemistry, is being recognized for her development of novel synthetic methods, one of which is considered "one of the most visible synthetic achievements in the last few years." **Jeffrey Lawrence**, associate professor in the Department of Biological Sciences, is being honored for his contributions in the area of microbial genome evolution. He enjoys an interna-

tional reputation for taking bioinformatics and computational approaches to understanding genome evolution.

Another faculty achievement worthy of note is that **Bernard L. Cohen**, Professor Emeritus of Physics and Astronomy, has been elected to the National Academy of Engineering (NAE) for fundamental contributions to our understanding of low-level radiation. Academy membership honors those who have made "important contributions to engineering theory and practice, including significant contributions to the literature of engineering theory and practice," and those who have demonstrated accomplishment in "the pioneering of new fields of engineering, making major advancements in traditional fields of engineering, or developing/implementing innovative approaches to engineering education."

Student achievements included the ongoing success of the **William Pitt Debating Union**. In early February at the U.S. Naval Academy, Pitt debaters **Tony Todero** and **Paul Johnson** received the John Jay Pierrepont Award, given to winners of the U.S. Naval Academy varsity division policy debate champions at its intercollegiate debate tournament. Pitt last won the Pierrepont trophy in 1981. The trophy is currently making its rounds through the University, and the Dean's office hosted it for a few days.

FCAS Budget: Dean Cooper referred to the brief discussion at the last FAS Council meeting regarding budgetary news. It is now clear that the rescission experienced by the University will have a current year impact on the budgets of individual schools. The Commonwealth is experiencing fiscal difficulties, and it cannot be anticipated that the University's budgetary position this year will be good.

Ballot for Changes in FAS Bylaws: Dean Cooper said that the ballot regarding a change in the FAS Bylaws with respect to the number of elected faculty on the CAS Council had resulted in an almost unanimous (158-1) approval of the change.

3. Approval of Spring Full Faculty Meeting and Agenda

Dean Cooper said that one of responsibilities of FAS Council is to approve the date and agenda for the FAS Spring Full Faculty Meeting. After consideration of the possible dates, the full faculty meeting was scheduled for Wednesday, April 16, 2003, from 3:30 to 5:00 p.m. Dean Cooper presented the draft agenda for the full faculty meeting. It was suggested that Dean Cooper include announcements of noteworthy achievements by FCAS faculty and students. The proposed agenda was approved.

4. Changes Resulting from Arts and Sciences Name Change

Dean Cooper distributed copies of a memo to the FAS Council regarding the proposed renaming of the Faculty of Arts and Sciences, in which he outlined factors bearing on this discussion. FAS Council reviewed copies of the Bylaws marked with changes that would be necessitated by a name change to "School of Arts and Sciences" and the abbreviation "A&S." It was pointed out that the abbreviation "SAS" already exists with reference to the Semester-at-Sea program. Dean Cooper explained the rationale behind these changes.

It was moved that the FAS Council endorse the proposal to change the name of FAS, and that FAS Council recommend the inclusion of the proposed name change on the Spring Full Faculty Meeting agenda as a change in the Bylaws, to be moved at the Full Faculty Meeting, and subject to a written ballot of all FAS voting faculty. The motion was seconded and carried by unanimous vote.

5. Report from CAS Council

Associate Dean Patricia Beeson was unable to attend the meeting and sent her apologies.

6. Report from FAS Graduate Council

Associate Dean Steven Husted reported that the FAS Graduate Council had not met since the last FAS Council meeting. He said that the number of online graduate student applications for FAS departments had increased from 2,550 in January to 3,194 as of this date, with more than 300 of these applications being in Biological Sciences. The FAS Graduate Studies Office is in the process of awarding fellowships in a number of graduate student competitions. Associate Dean Husted said that he was extremely impressed with the doctoral student Mellon fellowship candidates, and also with the impressive group of new graduate student applicants. He reported that the new version of ApplyYourself would be operational within the next few days. A number of students are still submitting paper applications, and these are not reported to the FAS Graduate Studies Office until the summer. Associate Dean Husted said that the increase in number and quality of graduate student applications was the result of good recruitment and a related change in approach from an "admissions" approach to a "recruitment" approach.

There was discussion regarding the experiences and problems departments had encountered with respect to GRE and TOEFL scores. It was noted that there is still some concern regarding diversity and access to the scientific workforce for underrepresented minorities. Restrictions on visas for international students have also created problems for some departments. It was suggested that cooperative recruiting between departments could have shared benefits, especially with respect to European countries where there are long traditions of literary studies. It was reported that one department has been working towards the establish-

ment of an exchange program in the Czech Republic and this has created a lot of enthusiasm. The opportunity exists for other departments to send representatives to share in the recruiting through this proposed program.

7. Other Business

There being no further business, the meeting was closed at 3:50 p.m.

A&S COUNCIL MEETING MINUTES

WEDNESDAY, APRIL 2, 2003 - 3:00-4:30 P.M.

In Attendance: Dean N. John Cooper; Associate Deans Patricia Beeson, W. Richard Howe, Steven Husted, and James Knapp; Professors Daniel Berkowitz, Linda Jen-Jacobsen, Delanie Jenkins, Kenneth Jordan, Clark Muenzer, Evelyn Rawski, G. Alec Stewart, and David Wilkins; Mr. James Clawson and Mr. Tri Nguyen

Not Attending: Assistant Dean Michelle L. Amato; Professors Joseph Alter, William Chase, Carson Chow, and Nancy Condee

1. Minutes of the FAS Council Meeting Held on February 26, 2003

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

2. Dean's Report

Dean Cooper presented his report, including the following items:

- It was with regret that he reported the deaths of two faculty members: **Rob Penny** of Africana Studies and **Heda Segvic** of Philosophy. A memorial service for Rob Penny will be held at Heinz Chapel on Thursday, April 10, at 2:00 p.m.
- Gov. Ed Rendell's proposal to cut Pitt's Commonwealth appropriation for next year by 5 percent would reduce the University's state funding to \$14 million less than it was two years ago.
- The **Stephen Foster Memorial auditorium** will emerge from a \$2 million renovation project, to be reopened April 4 as the **Charity Randall Theatre**. The \$2 million reconstruction and upgrade of the auditorium, home to countless theater and musical productions over the past 66 years, is the first of its kind since the historic building opened in 1937. The new theater will seat 478 people. Funds for the renovation project were made possible through the

generosity of a foundation funded by her family in honor of Charity Randall, a devotee of literature, poetry, and the arts.

- **Jerome L. Rosenberg**, emeritus professor and former dean of the University of Pittsburgh Faculty and College of Arts and Sciences (FCAS), was the guest of honor at a reception March 18. Rosenberg was recognized for 50 years of service to the University. The reception was co-hosted by Provost Maher and N. John Cooper, Dean of FCAS.
- In celebration of the **80th birthday of Adolf Grünbaum**, founder and chair of Pitt's Center for Philosophy of Science, the center is presenting an afternoon of lectures on Grünbaum's work called *Adolffest*, on April 12 in 2P56 Posvar Hall, with opening remarks by Chancellor Mark A. Nordenberg. Grünbaum, the Andrew Mellon Professor of Philosophy of Science who came to the University in 1960, will be recognized for his innovative contributions in a speech titled "Adolf and the Center's Early Years" by Pitt Emeritus Professor of Physics Alan Janis.
- The Alfred P. Sloan Foundation has granted \$256,000 to **Frank Giarratani** of Economics to help build an academic community around the Sloan Industry Centers, which foster research and education in business and government policy.
- The **James Snead Memorial Conference** was held on March 28-29, 2003 in the Cathedral of Learning, to honor the posthumous publication of Snead's book of essays, *Racist Traces and Other Writings: European Traditions, African Contagions* (Palgrave MacMillan, March 2003). The conference honors a brilliant scholar whose writings ranged across the disciplines: film and literature, English and German literature, the European Canon, and contemporary African American culture. Snead taught at Pitt from 1987 until his death at the age of 35 in March 1989.
- Dean Cooper reminded the FAS Council members that at the previous meeting of FAS Council (February 26, 2003), the agenda for the full faculty meeting to be held on April 16, 2003 was approved. One of the items on that agenda was the proposed name change from FCAS to the School of Arts and Sciences. Dean Cooper distributed copies of a marked-up FAS Gazette showing the changes that would be necessitated by the proposed name change to Arts and Sciences. Dean Cooper said that the decision of the Full Faculty meeting would determine the next step in the process.

3. Report from CAS Council

Associate Dean Patricia Beeson reported on the activities of the CAS Council and other points of note as follows:

- The winners of the Bellet Teaching awards were: James Seitz (English) and Peter Siska (Chemistry). Other finalists included David Birnbaum (Slavic Languages and Literatures), Douglas Chew (Biological Sciences), and Donald Egolf (Communication).
- There were 31 applicants for the USX/Torretti awards, including only one applicant from Humanities. The winners were: Michael Barrett (Chemistry), Michael Bushey (Biological Sciences), Michael Cunningham (History), Anthony Emanuele (Political Science), Samantha Lee (Anthropology), Kevin Robinson (Geology and Planetary Science), Janice Shool (Biological Sciences), and Igor Voloshen (Political Science).
- Sixteen of the 21 faculty members honored on the SGB Honor Roll were from Arts and Sciences.
- Professor Alec Stewart announced that the 2003 Barry Goldwater scholars included Tina Ha (Biological Sciences), Pedram Ronshaw (Physics), and Paul Ohodnicki (Engineering Physics).
- The new CAS general education requirements adopted in April 2002 will go into effect for students first enrolling in CAS in fall 2003. Continuing students will have the option of following the previous requirements or transferring to the new curriculum. Associate Dean Beeson and her team will continue to meet with departments to assist them in the implementation of the new curriculum. The Foreign Language *ad hoc* committee would be presenting its report at the CAS Council meeting to be held shortly after this FAS Council meeting.
- CAS Council approved one new course in Africana Studies and two new courses in English Literature.
- During the fall term 03-1, CAS Council approved a joint major in Economics and Statistics, but this was not voted on in the FAS Council. The FAS Council vote is necessary for the proposal to be presented for the approval of the Provost. Associate Dean Beeson outlined the background of this proposal, and pointed out that it would not require any extra resources, but would be met by existing classes. This joint major would remove the present overlap in common courses.

Dean Cooper asked for a motion accepting Associate Dean Beeson's report, including the proposal for the new major. This motion was moved by Evelyn Rawski and seconded by Kenneth Jordan. All present were in favor of the motion.

4. Report from Graduate Council

Associate Dean Steven Husted reported that the FAS Graduate Council had met twice since the previous FAS

Council meeting. The following points summarize his report:

- FAS Graduate Council has approved a series of changes proposed by the Music Department.
- The annual focus of FAS Graduate Council has been to undertake a series of reviews of peer training within departments. These reviews are conducted by subcommittees who visit the FAS departments and conduct a review of the training of grad students. Departments reviewed in AY 2003 were Psychology and Economics. FAS Graduate Council was generally impressed with what was happening in both of these departments.
- FAS Graduate Council has now completed a series of reviews of the content of departmental Web sites, including all aspects of the Web sites, and not just the graduate sections. Associate Dean Husted said that he had prepared letters to the department chairs praising what was exceptional and suggesting improvements for Web page content. FAS Graduate Council plans to review these sites on a regular basis, in an effort to help FAS departments to become more effective in presenting what they do to the rest of the world.
- In response to a question from FAS Council, Associate Dean Husted said that there were resources available for both printed and Web-related departmental promotional materials through University Relations. Human Resources has also included staff training sessions in Web page maintenance as part of the regular staff training support, so that departments will have staff support for updating information instead of having to depend on already over-committed graduate students or faculty to update Web pages.

Dean Cooper asked for a motion to accept Associate Dean Husted's report. This motion was passed and the report accepted.

5. Other Business

There being no further business, the meeting was closed at 3:35 p.m.

A&S PLANNING AND BUDGETING COMMITTEE MEETING MINUTES

MONDAY, MARCH 10, 2003 - 2:00-3:30 P.M.

In Attendance: Dean N. John Cooper; Associate Dean James Knapp; Assistant Deans Michelle L. Amato and Barbara L. Vattimo; Professors Carson Chow, Nicole Constable, Steven Dytman, Evelyn Rawski, and David Wilkins; Ms. Patricia Henry, Mr. Jason Morris, Ms. Sandra Russo, and Mr. Jamie Tarpley

Not Attending: Associate Deans Patricia Beeson, W. Richard Howe, and Steven Husted; Professor Laura Ruetsche; Ms. Teela Davis and Ms. Judy Macey

1. Minutes of the Meeting Held on March 3, 2003

The minutes of the meeting held on March 3, 2003, were reviewed. It was moved and seconded that these minutes be approved. Motion carried.

2. Review of Planning Document Draft

Dean Cooper said that the main text of this year's planning document will cover about 30-35 pages. Copies of the draft document were distributed. Dean Cooper went through the draft, highlighting particular points, and asked members of the PBC to make suggestions as to possible revisions and/or inclusions. He pointed out that the format had been changed as a result of the suggestions of the committee at the previous meeting. There was discussion regarding the wording of the introductory paragraph in Section B regarding the vision of FCAS. Members felt that it was important to clarify this paragraph to express past achievements and current status as well as the desire to attain increased recognition—"to continue to build on our strengths and to become widely recognized as a faculty who are national and international leaders" in many fields of scholarship.

Variations in external conditions as catalysts for change within the University were discussed. Dean Cooper emphasized that successful fund-raising is a means to an end, allowing faculty to excel in their various disciplines. Comparisons with peer schools and aspiration peer schools were reviewed. Problems associated with these comparisons were briefly addressed. There was also some discussion regarding the terminology used in this section, as well as the sources and availability of research funding.

Dean Cooper reviewed the material describing initiatives and goals in reshaping the undergraduate program, and commended the work done by Associate Dean Patricia Beeson in preparing this section. Issues regarding admissions, diversity, and graduation rates were discussed, as well as curriculum review. Concern was expressed regarding the gender imbalance in admissions, with a majority of female students; it was noted that this is a national trend.

Dean Cooper said that the section regarding Graduate programs had been prepared by Associate Dean Steven Husted.

3. Finalizing the Planning Document

Dean Cooper said that the Planning Document would be finalized during the coming week, and that the final copy would be ready for review at the special meeting scheduled on Monday, March 17, 2003.

4. Other Business

There being no further business, the meeting was closed at 3:10 p.m.

**A&S PLANNING AND BUDGETING
COMMITTEE MEETING MINUTES**
MONDAY, MARCH 17, 2003 - 2:00-3:30 P.M.

In Attendance: Dean N. John Cooper; Associate Deans Patricia Beeson, W. Richard Howe, and James Knapp; Assistant Dean Michelle L. Amato; Professors Nicole Constable, Evelyn Rawski, and David Wilkins; Ms. Teela Davis, Ms. Patricia Henry, Mr. Jason Morris, Ms. Sandra Russo, and Mr. Jamie Tarpley

Not Attending: Associate Dean Steven Husted; Assistant Dean Barbara L. Vattimo; Professors Carson Chow, Steven Dytman, and Laura Ruetsche; Ms. Judy Macey

1. Minutes of the Meeting Held on March 10, 2003

The minutes of the meeting held on March 10, 2003, were reviewed. It was moved and seconded that these minutes be approved. Motion was carried.

2. Review of Undergraduate and Graduate Sections of Planning Document

Dean Cooper thanked members for participating in this extra meeting. He said that the sections on undergraduate and graduate studies were close to being finalized, and that the remaining three sections would be fairly straight-forward. Dean Cooper commended Associate Dean Beeson for her preparation of a special section on the pedagogical use of information technology. Dean Cooper suggested that these three sections be sent electronically to the committee, and that the committee should respond electronically, on the proviso that another meeting would be scheduled if necessary. The Committee agreed to the electronic review. Dean Cooper thanked the committee for their willingness to help in this process.

Undergraduate Program: The section of the Planning Document related to Planning Regarding Curriculum Reform was distributed. Dean Cooper thanked Associate Dean Beeson for her work in preparing this material, and asked members of the PBC to review this section. He then described the overall structure of Section F; an outline of Section F.1 follows:

Section F: What Actions Do We Plan to Take to Achieve Our Ambitions and What Are the Goals for Those Actions?

F.1 The Undergraduate Body and the Undergraduate Program: The overarching goals with regards to these are:

- To increase retention rates by 5 percentage points over the next five years
- To increase the 5-year graduation rate by 5 percentage points over the next five years

F.1.a Recruitment and Enrollment: The Office of Admissions and Financial Aid (OFA) provides centralized recruitment, admissions, and financial aid functions for all undergraduate programs. CAS recruitment goals for the next few years are:

- To increase the average combined SAT scores of the entering class by 10 points (target: 1,227 excluding athletics and special admits) and to increase the percent of students in the top tenth of their high school class by 10 percentage points over the next five years
- To maintain the diversity of our incoming class
- To bring the number of undergraduate students in better alignment with the size of the tenured/tenure stream faculty

F.1.b Curricular Development and Implementation: On April 19, 2002, after a review process that lasted several years, the Faculty of Arts and Sciences debated and adopted a new general education curriculum for students entering the College of Arts and Sciences in September of 2003. The Associate Dean for Undergraduate Studies and her *ad hoc* faculty Committee on Implementation of the Curriculum have established the following goals as part of the implementation of the new curriculum:

- To communicate the value of a liberal arts education to our students
- To promote curricular discussion within departments
- To promote writing across the curriculum (WAC)
- To promote instruction in speech across the curriculum (SAC)
- To assist departments with promoting instruction in information technology across the curriculum

F.1.c Provision of High Quality Academic Student Support Services

It was suggested that although numerical data are contained in the Benchmarking section of the Planning Document, inclusion of some statistics in Section F would facilitate the reading and understanding of this material. There was discussion regarding the format and the expression of ideas in this section.

Graduate Program: Dean Cooper commended the work done by Associate Dean Steven Husted in preparing this section. As Associate Dean Husted was unable to

attend the meeting, Dean Cooper reviewed this section with the PBC members. The importance of increasing fellowship support funding was emphasized. There was some discussion on the issues of diversity. An outline of this section follows:

F.3 Initiatives and Goals for FAS Graduate Programs

F.3.a Graduate Student Recruitment and Enrollment: Current strategies and goals for enhanced recruitment and enrollment of graduate students in Arts and Sciences terminal graduate programs are:

- To markedly increase the attractiveness of our programs through enhanced fellowship support
- To translate the increased fellowship support into a marked increase in the number of applications received by the departments and programs
- To increase the average qualifications of incoming students as indicated by their undergraduate school and their GRE scores
- To increase the number of students from underrepresented populations in our incoming class

3. Process for Final Review of Planning Document

As noted earlier in the meeting, Dean Cooper suggested that the remaining three sections be sent electronically to the committee, and asked if the committee would be willing to review these sections and to respond electronically, on the proviso that another meeting would be scheduled if necessary. The Committee agreed to the electronic review. Dean Cooper thanked the committee for their willingness to help in this process.

4. Other Business

There being no further business, the meeting was closed at 2:55 p.m.

<p style="text-align: center;">A&S GRADUATE COUNCIL MEETING MINUTES DECEMBER 13, 2002</p>
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Attendees: Patrick Carr, Danielle Deemer, Steven Husted, Dennis Looney, John Markoff, Jason Morris, Tiberiu Popa, Kirk Savage, and Michelle Silva. Not in Attendance: Marc Bermann, Paula Grabowski (sabbatical), Margaret Kerr, and Robert Walters.

1. Minutes for the October 18 meeting were accepted and approved.
2. **English Department proposals for a Graduate Certificate in Composition, Literacy and Pedagogy and Termination of the Graduate Minor in Composition.**

Guest Speaker: Professor James Seitz from the English Department explained the proposals. Seitz elaborated on the reasons for the certificate proposal: (1) it reflects current course offerings and faculty expertise; (2) it will enable non-funded graduate students to earn the certificate; and finally (3) it distinguishes between MA- and PhD-level certificates. There is also flexibility in the way the courses are being offered and there is a significant overlap of the three main fields: composition, literary, and pedagogy, but wording needs to reflect this overlap. For those who will get the master's degree and the certificate a portfolio is required. The reason for the proposal to terminate the minor is that it longer reflects the faculty expertise and course offerings in the department.

Associate Dean Husted informed the Council that there is a University working-document from the Provost's Office that outlines the structure of certificate programs. The document states that there must be a minimum of 15 credits for a certificate, but there is no distinction between the master's and doctoral in the documentation. The Council inquired if they could suggest that a distinction between master's and doctoral requirements be incorporated into the working document. Husted agreed to submit a letter to Vice Provost Elizabeth Baranger suggesting this change. If the Council approves the proposal we may have to boost the credits to 15 rather than 12 for the master's, depending on the response from Vice Provost Baranger.

Associate Dean Husted made the motion for approval of the proposal subject to a possible requirement for a fifth course for a master's, once he hears from Vice Provost Baranger. Dennis Looney seconded the motion. It passed unanimously.

- 3. Dean's Announcements:** (1) The English Department is one of five in the country chosen by the Carnegie Foundation to work with them on a program to assess the PhD. (2) New product from Apply Yourself is more Web-based; that will make it more attractive to departments. We are having a problem getting new product up and running for this year so we negotiated to stay with the old system until March. Last year at this time FAS had received 400 applications; this year we are already pushing 1,100 applications. It has not been discerned as to the reasons for the upsurge. (3) All departments have not yet been notified of the contents of the Council's review of their Web pages but it will be forthcoming. Associate Dean Husted met with University Relations to tell them what the Council has been looking for regarding department Web pages. (4) Students who have tried the ETD have been interviewed by the FAS Graduate Studies Office to see if any issues need to be addressed before it will eventually become mandatory. One problem that has come up is with the Mathematics Department where dissertations are written on Latex and converting them to PDF has not been worked out. The FAS Graduate Studies Office is looking for students to volunteer using Latex so we know whether we have the ability to handle that software. There is also the

problem of copyright for departments like History of Art and Architecture. Associate Husted has talked with other universities but they have not given an answer as to how they handle this problem either. They seem to imply that there is no problem.

- 4. Career Services.** Guest Speaker: Marvin Roth. This office wants to publicize its services to graduate students. The office wants to be more outgoing with information regarding alternative career objectives. Its Web page is interactive and has been redesigned primarily to provide students with information for self-assessment, resources available, and job search tools. Previously it did not speak specifically to graduate students so they did not feel they were a welcomed part of that program. Now they have a specific link. While Career Services was in a hurry to get something on the Web, it considers this a first but not the ultimate version. For an academic or non-academic job, Career Services is putting together a specific brochure of information pieces for graduate students to indicate the kinds of services available. Help is needed in spreading the word. Associate Dean Husted indicated that there are two sets of students FAS is producing that have a critical need: terminal master's students and PhDs not interested in going into academe. The FAS Graduate Studies Office agreed to act as a liaison between its departments and Career Services until a foundation has been established.

Marvin Roth indicated that their semester program sheet of month-by-month activities is coming up and graduate students are welcomed to contribute their ideas. Their office has already established some programs and is willing to add more. They also contribute to the Survival Skills program. Currently they have an undergraduate advisory group and are hoping to add a graduate advisory group next year. Associate Dean Husted informed the Council that there is a link from the FAS Graduate Studies page to the Career Services page. It was suggested that it would be helpful if advisors would inform students who are in terminal master's programs of these services since most terminal master's students leave with less preparation for job search than undergraduate students.

- 5. Web pages.** It was thought that a central list of scholarships and fellowships offered—and descriptions of what a TA/TF/GSA, Mellon Fellowship, etc. is—would be helpful. We currently have information for students already here, but not for potential students. It was suggested that under Financial Aid we could have a scholarship link for potential students. It was decided it would be hard to have one central place where all are listed because departments have individual fellowships that they offer.

The Council reviewed the Classics Web page since it is has been recently updated and found it to be a considerable improvement over the previous page. The other departments not reviewed have not completed their renovations so they will be considered in the spring.

**A&S GRADUATE COUNCIL
MEETING MINUTES**

MARCH 28, 2003

Attendees: Marc Bermann, Patrick Carr, Danielle Deemer, Paula Grabowski, Steven Husted, Margaret Kerr, Dennis Looney, John Markoff, Jason Morris, Tiberiu Popa, Kirk Savage, Michelle Silva, and Robert Walters. Not in Attendance: Dennis Looney.

1. Minutes for the December 13 meeting were accepted and approved.
2. **English Department Improving the PhD and MA Core Curriculum Proposal.** Guest speaker, Professor Eric Clarke, discussed proposed changes in the core curriculum to make the English program more streamlined and competitive with other programs. This is the last installment of changes initiated last year to re-structure the PhD so that students can complete their degree in a reasonable amount of time. Previously, there were four core courses but now there will be two: History of Criticism and a seminar on the scholarship of pedagogy. Council inquired that, if this begins in the fall semester, would there be issues with current students? Professor Clarke stated that current students are grandfathered and the two core courses are modeled after existing courses so they will be interchangeable. Associate Dean Husted stated that current English students have the option of switching to new requirements or remaining with previous ones.

Associate Dean Husted made a motion for approval of the English proposal to change the PhD and MA core curriculum. It passed unanimously.
3. **Dean's Announcements:** (1) Online applications received, as of March 28, are 3,222; last year they were 1,900; two years ago they were 900 which reinforces why Web pages are now so crucial. Most of the applications came from China followed by the U.S. and most were directed to the Computer Science Department. (2) Husted reminded the Council that the English Department had been chosen by the Carnegie Foundation to participate in its study on the future of the PhD. The Foundation has announced that it intends to add two additional subjects, neuroscience and history, to its project. The Foundation has also announced that it is interested in having multiple departments from the same university participate; this should enhance our chances that one or both of our own departments will be selected.
4. The Council reviewed the department Web pages of Political Science, Sociology, Neuroscience, Theatre Arts and Hispanic Languages and Literatures. The Council also revisited English. Husted states that in the fall the University added a course in Web page maintenance for staff free of charge as part of staff training.

5. **Review of Psychology TA Training.** The Council reviewed a draft of report for the Department of Psychology. The Economics subcommittee will turn in their draft before the next meeting. Once the Council has reviewed them both, Associate Dean Husted will prepare a letter to the department chairs and request a response to the subcommittee's suggestions before the Council's first fall meeting.

**A&S GRADUATE COUNCIL
MEETING MINUTES**

APRIL 18, 2003

Attendees: Marc Bermann, Danielle Deemer, Steven Husted, Margaret Kerr, Dennis Looney, John Markoff, Jason Morris, Tiberiu Popa, Kirk Savage, Michelle Silva, and Robert Walters. Not in Attendance: Patrick Card and Paula Grabowski.

1. March 28 minutes were revised then accepted and unanimously approved by Council.
2. **Economics TA Report.** Marc Bermann and Jason Morris led discussion regarding their report. The report had one major recommendation that encouraged the department to re-institute its own training program. In reviewing the report, the Council asked the subcommittee to revise its report to provide alternative recommendations, in case the department is unable to implement the recommendation. The subcommittee agreed to revisit the report and it will then be submitted to Associate Dean Husted who will electronically forward it on the Council then to the Economics Department.
3. Associate Dean Husted informed Council that he forwarded the subcommittee's Psychology TA report and also his letter requesting a response by May 1, 2003 to the Chair of Psychology. Once that response is received it will be electronically transmitted to the Council. Economics response will be forthcoming later in the spring.
4. **HA&A Proposal for Changes to Graduate Program.** Professor Kirk Savage, a member of Council and department, indicated that the proposal had no drastic changes, just technical changes, but at a later date the department would take up more serious issues facing the department. This proposal would make time-to-degree shorter and the department more in line with its competitors. Associate Dean Husted indicated that he did not see anything in the proposal that needed the Council's approval and that the department could start to implement changes immediately. His only suggestion was to get the changes added to the department's Web page. Professor Savage indicated that older students could either be grandfathered in or they could switch to the new curriculum.

5. Associate Dean Husted gave a formal thank you to all of the members of Council, especially those who would not be returning next year.

**A&S UNDERGRADUATE COUNCIL
MEETING MINUTES**

JANUARY 28, 2003

Attended: CAS Staff: Patricia Beeson, Bonnie Battle, and Lisa Murphy; Student Representatives: Stephanie Hadgkiss and Matthew Lockett; Faculty Representatives: Michael Golde, Janelle Greenberg, Jonathan Harris, Clark Muenzer, Regina Schulte-Ladbeck, and Philip Watts

Discussion Items:

- Overview of CAS Council's role
- New things going on in the College such as the role of the Academic Support Center
- Space Issues for the College: The need to find more space for the CAS Advising Center was noted along with the fact that the Academic Support Center is spread out over nine floors and three buildings making it hard for this to be a cohesive unit.
- Freshman Studies: A review of the changes that were made in last years FS 0001 was discussed and the things that are presently in the planning stages for this coming fall term. Next fall term, Freshmen Studies will include event weeks and freshmen-only lectures, thematic Freshmen Studies that will focus on service learning and research careers, and several sections of Seminar in Composition/Freshmen Studies (4 credits)
- Newsletter: Jonathan Harris indicated that there is a need for a CAS Newsletter or some publication to go out to faculty to inform them of the changes and new endeavors going on in CAS. The Honors College Newsletter could be a model.
- After each meeting, a memo should be sent out stating courses, minors, etc., that are approved and which are still pending.
- Concern was expressed about the brochure that goes out from OAFA: The College seems to get lost in the present material that is sent out and does not reflect the opportunities available to perspective Freshmen. Suggest we take a closer look at the current publication on the University that is sent out by OAFA.
- Reviewed Material (4 page document) that is sent out by OAFA that is being revised. Suggests were made for Lisa Murphy to incorporate, change or consider.

Need to go back to departments for a discussion on Minors.

- Procedure Guidelines on GER of 1980: Do we need to review all or only those requirements that have been changed? Members determined that we first need to review the three that have changed and then consider the others. Three main issues: (1) should computer science, mathematics and statistics fall under the natural sciences? Gather input from chairs of natural science departments; (2) do we need to change the fundamental wording of the 1980 guidelines?; and (3) if we change the wording, do we need to review already approved courses?
- Drafts of the guidelines (without the 1980 preamble) for the natural sciences (M. Golde & R. Schulte-Ladbeck), humanities (C. Muenzer & P. Watts), and social science and international cultures (J. Greenberg & J. Harris) to be reviewed at the next meeting
- Foreign Language Committee will submit a final report in April 2003.
- Effective date of New General Education Requirements: 2003 fall term (04-1). Should it cover only those students admitted in 04-1 or all students? CAS Council voted that it should include all students.
- Requirement Exemptions: Presently students majoring in biological sciences, chemistry, neuroscience and astronomy/physics can exempt two of the second-level requirements (second-level music, art or creative expression, public policy, or second natural science course). Should this continue? Do we want to ask departments to justify exemptions?

**A&S UNDERGRADUATE COUNCIL
MEETING MINUTES**

FEBRUARY 20, 2003

Attended: CAS Staff: Patricia Beeson and Bonnie Battle; Student Representative: Matthew Lockett; Faculty Representatives: Michael Golde, Janelle Greenberg, Jonathan Harris, Clark Muenzer, Regina Schulte-Ladbeck, and Philip Watts

Discussion Items:

Report on General Education Requirements

After an initial review of the revised guidelines for the Social Science Requirements, a more open discussion/debate of how to approach the guidelines for the social sciences, humanities and natural sciences took place. Council went back and reviewed the April 2002 document under section E: The General Education Curriculum. Several questions arose such as "What are we trying to achieve for students?", "Should the curricu-

lum be more precise or should it be opened up?”, “Can every course offered in the three areas fulfill a requirement or should it be more defined?” The document indicates that the GER should offer an introduction to a broad range of subject matters ... BUT does that mean the courses need to be introductory? Should some courses be excluded that are not introductory or do not introduce a discipline? Natural Science courses can be specific to majors and non-majors.

All agreed that we cannot open the GER to every course offered and the guidelines are to be written to help faculty and departments to determine which courses best meet the requirements. The three groups will redo the reports on the guidelines for the next meeting on March 27, 2003. They need to have a preamble and the same format.

Transition to Curriculum

CAS Council approved this document with minor suggestions on wording.

1. The new general education requirements adopted in April 2002 will go into effect for students first enrolling in the College of Arts and Sciences in fall 2003.
2. Students who first enroll in the College of Arts and Sciences prior to fall 2003 have the option of following the curriculum in place at the time of their admission or may transfer to the new curriculum.
3. The 2002 curricular reform does not allow for exemption for BS students.

**A&S UNDERGRADUATE COUNCIL
MEETING MINUTES
MARCH 27, 2003**

Attended: CAS Staff: Patricia Beeson and Bonnie Battle; Student Representative: Matthew Lockett; Faculty Representatives: Michael Golde, Janelle Greenberg, Jonathan Harris, Clark Muenzer, and Philip Watts; Guest: John Twynning

Announcements:

- Full Faculty Meeting on April 16, 2003 will be voting on the name change of the College of Arts and Sciences to the School of Arts and Sciences.
- Winners of the USX Foundation and Christine Toretta Undergraduate Research Awards for summer 2003 were announced. Of the 31 who applied only one was from the humanities. The committee that reviews the applications indicated that more needs to be done to encourage students and faculty in the humanities to

apply in the future. Clark Muenzer indicated he wanted to review the flyer to see if it could be written in a way that may help in this area.

- Of the 21 faculty members that were on the SGB Honor Roll, 16 were faculty members in the Arts and Sciences.
- CAS has advertised for a position for a Coordinator of the Office of Experiential Learning.
- There is a need for more Comparative and Global courses to fulfill the International Cultures Requirements. Council suggested that we ask departments to identify courses that presently fulfill the Regional requirements to see if they may really meet the criteria of a Comparative courses and also encourage departments to develop both Comparative and Global courses.

Old Business:

The Department of Hispanic Languages and Literatures will allow those students who are double majoring to be exempt from one of the 1000-level electives but not Portuguese 1, which it believes is essential to the program. This was in response to CAS Council's concern on the number of credits required for the major compared to other language majors.

Report on the Natural Sciences Guidelines:

- The report submitted by Michael Golde and Regina Schulte-Ladbeck was agreed upon with one minor change under Course Content.
- It was also agreed upon that courses in mathematics, computer science, and statistics would not be included in the area of natural sciences. No response to an inquiry to the chairs of these departments was received. Council views them as tools that are used in the life and physical sciences and are represented in the Quantitative and Formal Reasoning Requirement and should not be under the Natural Sciences Requirements.

Approved New Courses:

- AFRCNA 1025: History and Music in Africa and the Diaspora
- ENGLIT 1391: Topics in Contemporary Cinema*
- ENGLIT 1613: Topics in Film Genre and Theme*

* CAS Council wanted to make sure that these topic courses are to assist adjunct, new, and visiting faculty. They also wanted to make sure that the development of these courses be done in consultation with the chair or director of the program and other appropriate faculty.

Courses for General Education Requirements:

The courses listed below have all been approved to fulfill the **First-Level Literature** requirement:

- ENGLIT 0610: Women and Literature
- ENGLIT 0615: Black Literature
- ENGLIT 0616: The Immigrant Experience
- ENGLIT 0625: Detective Fiction
- ENGLIT 0626: Science Fiction
- ENGLIT 0627: Literature of Sports
- ENGLIT 0628: Working Class Literature
- ENGLIT 0630: Sexuality and Representation
- ENGLIT 0635: New Literature
- ENGLIT 0640: Allegory
- ENGLIT 0641: Tragedy
- ENGLIT 0642: Comedy
- ENGLIT 0643: Satire
- ENGLIT 0644: Myth and Folktale

A course to fulfill **History** and **International Culture Regional/Non-western** requirements:

- HIST 1485: History of Tibet and Tibetan Buddhism UHC

**A&S UNDERGRADUATE COUNCIL
MEETING MINUTES
APRIL 10, 2003**

Attended: CAS Staff: Patricia Beeson and Bonnie Battle; Student Representative: Matthew Lockett; Faculty Representatives: Michael Golde, Janelle Greenberg, Jonathan Harris, Clark Muenzer, Regina Schulte-Ladbeck, and Philip Watts

Announcements:

- The Bellet Dinner was a success and CAS is thinking about using the videos of faculty for teaching development.
- The Foreign Language Committee has a draft completed and should be able to report its findings at the April 17 meeting or in May.

Report on General Education Guidelines:

- Humanities Guidelines were approved with minor changes.
- With some discussion, the Social Science Guidelines were to be redone but all agreed to the discussed changes.
- International/Foreign Culture should be redone. What is international? Should be worded in such a way as to include courses in the humanities.

Approved Courses:

- ENGLIT 1410: Indian Cinema
- ENGWRT 0630: Introductory Readings: Creative Non-fiction
- ENGWRT 0650: Readings in Journalism
- LING 1721: Sociolinguistics of Sign Language
- LING 1722: Deaf Culture
- MUSIC 0262: The Music of the Beatles
- MUSIC 0354: Chinese Performance Literature (Cross-listed with CHIN 0354)
- PS 1783: Topics in Political Theory

Courses for General Education Requirements:

First Music/Art

- MUSIC 0354: Chinese Performance Literature (Cross-listed with CHIN 0354)

Second Music/Art/Theatre

- ENGLIT 1410: Indian Cinema

International Culture Reg. Non-West.

- ENGLIT 1410: Indian Cinema
- MUSIC 0354: Chinese Performance Literature (Cross-listed with CHIN 0354)

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