

Dietrich School of Arts and Sciences Council Meeting Minutes

January 28, 2025
10:00-11:00 am
910 CL Conference Room

MINUTES

Council Members present: Dean Adam Leibovich (Chair), Associate Dean for Graduate Studies Jonathan Woon (Vice Chair); Elected Members: Caro Pirri, Drew Armstrong, José Cheibub, Laura Lovett, Liann Tsoukas, Robin Brooks, Russell Clark, and Satish Iyengar; Divisional Chair Representatives: Adam Shear and Yu Cheng

Council Members not present: Elected Members: Brian Stewart, Jennifer Waldron, Jon Johnson, and Chiara Montera; Divisional Chair Representatives: Margaret Judd; Dietrich School GSO Representatives: Laura Beghini Chelidonopoulos; Dietrich School SGB Representatives: Mercy Akanmu and Sophia Chebli

Dean's Office Personnel present: Associate Dean for Faculty Affairs Todd Reeser, Associate Dean for Research and Faculty Recruitment Hannah Johnson, Associate Dean for Undergraduate Studies and CGS Adriana Helbig, Executive Director of Administration Jessica Hatherill, Senior Director for Undergraduate Studies and the College of General Studies Derek Fischer, Director of Executive Operations Maryellen Gannon, Administrative Coordinator Emma Wallace-Potts

Dean's Office Personnel not present: Associate Dean for Equity, Faculty Development, and Community Engagement Natasha Tokowicz

Minutes

Dean Leibovich welcomed the Council members and thanked them for attending.

1. Dean's Report (Dean Adam Leibovich)

Dean Leibovich reviewed the Dean's Report distributed before the meeting. He asked for any additional feedback from Council members. No additions or changes were made.

January 28, 2025

Dean's Report

- Bard Ermentrout – Department of Mathematics – awarded the Jurgen Moser Lecture/Prize at SIAM for 2025.
- Three Dietrich School faculty members received the Provost's Award for Diversity in the Curriculum, which recognizes a faculty member's efforts to integrate diversity, equity, and inclusion concepts into courses and curricula:
 - Thomas Dyne - Department of Slavic Languages and Literature - for the course *Behind Bars: Cross-Cultural Representations of Prison in the 20th Century*.
 - Jialei Jiang - Department of English - for the course *Innovative Approaches to Design Justice*.
 - Sam Pittman - Department of English - for *The Disability Studies*

Certificate and Introduction to Disability Studies.

- Sam Woolley - Department of Communication - received funding from the Omidyar Network for his Communication Technology Research Lab
- 2. Report from Dietrich School Undergraduate Council (Associate Dean for Undergraduate Studies and CGS Adriana Helbig)

There is no report at this time.

- 3. Report on the College of General Studies (Associate Dean for Undergraduate Studies and CGS Adriana Helbig)

There is no report at this time.

- 4. Report from Dietrich School Graduate Council (Associate Dean for Graduate Studies Jonathan Woon)
Attachment: January DS Graduate Council Report

Associate Dean Jonathan Woon presented the report.

The report was moved, seconded, and approved by Council.

January 7, 2024, Meeting

1. Associate Dean's Updates

Associate Dean Woon shared that the Center for Mentoring is adapting CIMER-based mentoring curriculum for graduate faculty.

DSAS will be piloting the program at the February DGS meeting. He also shared information about the Writing Institute's services for graduate students, including Project Camp (formerly Dissertation Boot Camp), a five-day in-person workshop held each May. Additionally, Associate Dean Woon is exploring a summer writing program featuring an off-site version of Project Camp. Lastly, the University announced that the Graduate Student Union was certified on December 4, 2024.

2. Assistant Dean's Updates

Assistant Dean Capo has been actively supporting departments in recruiting for master's programs and developing holistic admissions. She plans to discuss rubrics at the next monthly DGS meeting. Additionally, she attended SACNAS and ABRCMS, where her focus was on recruiting underrepresented students.

Assistant Dean Coutanche has gathered feedback on administrative appointment letters. He is also contributing to the Academic Integrity Subcommittee.

3. Discussion of TA/TF Review Response Neuroscience

Council discussed the responses submitted by the department and agreed to ask for point by point responses and to ensure graduate student input.

4. Sociology TA/TF Review

A subcommittee presented a report of the review of the training offered by the department of Sociology, highlighting that the department genuinely values and supports its TAs by offering research opportunities and balanced, appropriately timed assignments. Developing clearer institutional guidance for TA expectations was identified as a key area for improvement. Graduate Council shared recommendations for improvement and voted to approve the report and send to the department.

5. Economics TA/TF Review

A subcommittee presented a report of the review of the training offered by the department of Economics, highlighting the impressive structure of the Teaching Economics course, noting the thorough, structured pedagogy training provided to graduate students would be a good model for many programs. They noted that students participating in the review were from the same cohort. Graduate Council suggested the report ask for additional student input in formulating the department response, then voted to approve the report and send to the department conditional on incorporating this suggestion.

5. Dietrich School Bylaws (Dean Leibovich and Executive Director for Administration Jessica Hatherill)

Current Version of the Bylaws:
<https://www.as.pitt.edu/faculty/go>

vernance/bylaws-kenneth-p-dietrich-school-arts-and-sciences
Proposed Revision: DRAFT Dietrich Bylaws 01.2025

Dean Leibovich introduced proposed revisions to bylaws, as continued from Council's previous meeting. Executive Director Hatherill provided a summary of changes since the last meeting.

Discussion ensued and the proposed changes to the School's bylaws were moved, seconded, and approved by Council. The revised text approved by Council will be put forth for vote by the full faculty in the spring.

6. Other Business

Dean Leibovich and Associate Dean Reeser previewed items that Council will review at the next meeting.

Council adjourned with no further business.

Minutes

Dietrich School Planning and Budgeting Committee

Wednesday, January 29, 2025
2:00-3:00 PM
910 CL Conference Room

Zoom: <https://pitt.zoom.us/j/91071374694>

Council Members present: Dean Adam Leibovich (Chair); Elected Members: Paula Kane, Lara Putnam, Anne Carlson, Valerie Oke, Jennifer Keating, and Horia Dijmarescu; Dietrich School GSO Representatives: João Alípio-Correa; Dietrich School Staff Representatives: Ashley Martin, Meg Caruso; Appointed Faculty Members: Russell Clark and Caro Pirri

Council Members not present: Dietrich School GSO Representatives: Francis Burk and Tomas Albergo; Dietrich School Staff Representatives: Dylan Nicholas Knapp-Scott; Appointed Faculty Members: José Cheibub

Dean's Office Personnel present: Associate Dean, Graduate Studies Jon Woon, Associate Dean, Research and Faculty Recruitment Hannah Johnson, Associate Dean, Faculty Affairs Todd Reeser, Executive Director for Administration Jessica Hatherill, Executive Director of Financial/Physical Resources Patrick Cunningham, Executive Director of Development Joshua Bow, Director of Communications and Undergraduate Recruitment Carol Mullen, Director of Executive

Operations Maryellen Gannon, and Administrative Coordinator Emma Wallace-Potts

Dean's Office Personnel not present: Associate Dean for Undergraduate Studies and CGS Adriana Helbig, Associate Dean, Equity, Faculty Development, and Community Engagement Natasha Tokowicz, Senior Director of Undergraduate Studies and CGS Derek Fischer, and Senior Director for Budget and Finance Mathew Romick

1. Welcome (Dean Adam Leibovich)

Dean Leibovich thanked everyone for coming and shared an overview of the PBC and agenda for the day.

2. Role of the PBC (Dean Adam Leibovich)

Dean Leibovich expanded upon the duties and expectations of service of elected PBC members.

3. Update on the annual budget (Pat Cunningham)

Executive Director Cunningham provided an overview of the annual budget process, including breakdowns of revenue, expenses, and a budget timeline.

Dean Leibovich shared information about the key data/metrics that the School tracks. Discussion ensued.

With no further business to discuss the meeting was adjourned.

Dietrich School of Arts and Sciences Council Meeting Minutes

February 13, 2025
10:00-11:30 am
910 CL Conference Room

MINUTES

Council Members present: Dean Adam Leibovich (Chair), Associate Dean for Graduate Studies Jonathan Woon (Vice Chair); Elected Members: Caro Pirri, Drew Armstrong, Jon Johnson, Chiara Montera, Liann Tsoukas, Robin Brooks, Russell Clark, and Satish Iyengar; Divisional Chair Representatives: Adam Shear, Margaret Judd, and Yu Cheng

Council Members not present: Elected Members: Brian Stewart, Jennifer Waldron, José Cheibub, Laura Lovett; Dietrich School GSO Representatives: Laura Beghini Chelidonopoulos; Dietrich School SGB Representatives: Mercy Akanmu and Sophia Chebli

Dean's Office Personnel present: Associate Dean for Faculty Affairs Todd Reeser, Associate Dean for Equity, Faculty Development, and Community Engagement Natasha Tokowicz, Associate Dean for Undergraduate Studies and CGS Adriana Helbig, Executive Director for Administration Jessica Hatherill, Director of Executive Operations Maryellen Gannon, Administrative Coordinator Emma Wallace-Potts

Dean's Office Personnel not present: Associate Dean for Research and Faculty Recruitment Hannah Johnson and Senior Director for Undergraduate Studies and the College of General Studies Derek Fischer

Minutes

Dean Leibovich welcomed the Council members and thanked them for attending.

7. Dean's Report (Dean Adam Leibovich)

There is no report for this meeting.

8. Report from Dietrich School Undergraduate Council (Associate Dean for Undergraduate Studies and CGS Adriana Helbig)

Attachments: 1.22.25 DSAS-UC Council Report to Dietrich Council

Foundations of English Studies (English Studies Minor Fall 2025)

Associate Dean Adriana Helbig presented the report.

The report was moved, seconded, and approved by Council.

Dietrich School Undergraduate Council Report to Dietrich School Council February 13, 2025

January 22, 2025- Dietrich School Undergraduate Council Meeting

New business:

1. Program Proposals:

a. **Foundations of English Studies**

Minor- The Dietrich School Undergraduate Council reviewed the proposal from the English Department to offer a Foundations of English Studies minor.

- i. The first purpose of this minor is to recognize the coursework that students from other departments and schools are already completing in the English Department without receiving any transcript acknowledgement. For example, undergraduate English Teaching majors in the School of Education who wish to become English teachers must complete 21 credits of English coursework, per state guidelines.
- ii. The second purpose of the proposed 18 credit Foundations of English Studies minor is for students from across Dietrich and the University to gain exposure to a range of offerings from the English department, as opposed to completing more focused minors and/or certificate options that are already being offered within the Department (ex: English Literature minor)
- iii. The requirements, as proposed, include 18 credits of English coursework following the following format:
 1. 9 credits of ENGLIT (with the exception of ENGLIT 1901, ENGLIT 1902, ENGLIT1903,

ENGLIT 1904, ENGLIT1905, and ENGLIT 1907)

2. 3 credits of ENGCOMP at 400 level or higher (with the exception of ENGCOMP 1900, ENGCOMP 1901, ENGCOMP 1902, ENGCOMP 1903, ENGCOMP 1904, and ENGCOMP 1905.)

3. 3 credits of ENGFLM (with the exception of ENGFLM 1901, ENGFLM 1904, and ENGFLM 1930)

4. 3 credits of ENGWRT (with the exception of ENGWRT 1900, ENGWRT 1901, ENGWRT 1902, ENGWRT 1904, and ENGWRT 1950.)

iv. The proposal was moved, seconded and passed.

v. NOTE: after Undergraduate Council voted and approved the proposed minor, the English Department reached out to the office of the Associate Dean of Undergraduate Studies to indicate that, based on feedback from Undergraduate Council, they were considering a new name for the minor. This original name was “English Studies Minor” which has been renamed to “Foundations of English Studies Minor.”

b. **Computational Linguistics**

Certificate- Faculty representatives (Na-Rae Han and Jevon Heath) from Linguistics gave an overview of their proposed interdisciplinary Computational Linguistics Certificate. Questions and discussion ensued but

due to time constraints, additional questions and discussion will continue at the next meeting.

2. Course to Meet General Education Requirements:

a. RELGST 1300/ JS 1300 Religion, The Book, and Beyond proposed to meet the Historical Analysis general education requirements.

i. Motion to approve as Historical Analysis gen. ed. was made, seconded, and approved.

ii. RELGST 1300/ JS 1300 approved to meet Historical Analysis general education requirement.

3. Other Business:

a. Cross-Cultural Analysis General Education Requirement Discussion

i. Council continued to refine the phrasing of the Cross-Cultural Analysis gen. ed. and plans to vote on the final version at the next meeting

9. Report on the College of General Studies (Associate Dean for Undergraduate Studies and CGS Adriana Helbig)

Attachment: 1.15.25 CGS Council Report to Dietrich Council

Associate Dean Adriana Helbig presented the report, which did not require a vote.

**College of General Studies Council Report to Dietrich School Council
February 13, 2025**

January 15, 2025- College of General Studies Council Meeting

New business:

1. MPCOMM/English/Communications Continued Discussion to potentially establish online versions of existing DSAS majors targeted toward CGS students that would replace the existing MPCOMM major within CGS

a. Jean Grace and Gayle Rogers presented the English Department draft proposal to offer a parallel version of their 33-credit undergraduate major in Public and Professional Writing. They discussed the current plan and need for an online PPW major in CGS.

b. Calum Matheson presented the Communication draft proposal to establish a plan of study in their department to be offered through CGS called Strategic Communication for Media Professionals. He presented the need for the online Media Professionals Major in CGS and concerns from the Communications Department over differences between DSAS and CGS programs, the need for further oversight and competition over student enrollment.

c. Boryana Dobрева presented the data gathered from a CGS student survey of students currently involved in MPCOMM. The students shared their thoughts on the program's outreach, career and curriculum alignment, as well as areas for improvement and suggestions. The survey also highlighted high student satisfaction with the existing MPCOMM structure. This survey will be followed up with focus groups during the second half of January to

continue the discussion and gather further data.

d. After discussion, the Council expressed the need for a clearer guide to how the online PPW major and the Strategic Communication for Media Professionals proposals overlap with the current MPCOMM major. Andrew Lotz volunteered to create a visual map of how the proposed online PPW and SCMP programs overlap with the currently existing MPCOMM major.

2. CGS Student Government Updates

a. Emily O’Neil presented updates and goals from student government including the Multimedia Contest, Excellence Reception and CGS Student Choice Awards, Submissions and a CGS Student Government showcase in Hillman Library’s Digital Archive, as well as plans for hiring for next school year’s board

10. Report from Dietrich School Graduate Council (Associate Dean for Graduate Studies Jonathan Woon)

Attachment:

There is no report for this meeting.

11. Criteria for Promotion, Appointment, Evaluation, and Reappointment of Appointment Stream Faculty (Associate Dean for Faculty Affairs Todd Reeser)

Current Language:

<https://www.as.pitt.edu/faculty/governance/criteria-promotion-appointment-evaluation-and-reappointment-appointment-stream>

Proposed Revisions:

- Promotion Rank Criteria for Appointment-Stream Faculty in the Teaching Track (Attachment: AS faculty position descriptions – PROPOSED 01_27_25)
- Checklist for Promotion to Teaching Associate Professor (Attachment: Checklist for Promotion to Teaching Associate Professor – PROPOSED 01_27_25)
- Checklist for Promotion to Teaching Professor (Attachment: Checklist for Promotion to Teaching Professor – PROPOSED 01_27_25)

Associate Dean Reeser introduced proposed revisions to criteria for promotion, appointment, evaluation, and reappointment of appointment stream faculty. He provided a summary of changes. Discussion ensued.

The proposed changes to the Promotion Rank Criteria for Appointment Stream Faculty in the Teaching Track were moved, seconded, and approved by Council. The changes will now proceed to the Office of the Provost for approval.

Council Chair, Dean Leibovich, left the meeting early at 10:55 a.m. and designated Vice Chair, Associate Dean Woon to preside over the meeting until adjournment.

Discussion ensued regarding the proposed revisions to the Checklists.

The proposed changes to the Checklist for Promotion to Teaching Associate Professor and the Checklist for Promotion to Teaching Professor were moved, seconded, and approved by Council. The changes will now proceed to the Office of the Provost for approval.

12. Other Business

Council adjourned with no further business.