

**Academic Committee Meeting**  
**October 19, 2021**  
**11:00am-12:30pm**  
**Pamplin 1028/ZOOM**

**Attendees:**

Bagchi, Rajesh  
Boyle, Kevin  
Carlson, Kevin  
Davidson, Robert  
Ghandforoush, Parviz  
Gnyawali, Devi  
Hall, Janice Branch  
Hunnings, Kay  
Khansa, Lara  
Maher, Jack  
Mitchell, Elizabeth  
Russell, Robin  
Singal, Vijay  
Sumichrast, Robert  
Xiang, Phil

**Absent:**

**Recording Secretary**

Ridpath, Kimberly

**Minutes/Action Items/Announcements**

Dean Sumichrast announced that Rob Davidson would become head of the ACIS department, after this semester. He thanked Jack Maher for his excellent performance, in that role. Sumichrast said that Davidson would be invited to academic committee and other committees where department heads are ex-officio members.

Pamplin will host in person holiday events again. On December 9<sup>th</sup> faculty and staff are invited to lunch between 11:00am and 1:00pm, at the recently opened Apex space on Main Street. On Saturday, December 11<sup>th</sup>, between 6:00pm to 9:00pm faculty and staff will be invited to a reception at the Lane Stadium University Club.

Sumichrast shared that the Combined Virginia Campaign (CVC) has started. He is hoping we can keep up the tradition and have a successful campaign this year. There will be various fundraising events taking place and Sumichrast encouraged as much participation as you can.

Sumichrast invited Janice Hall to describe an event to recognize Veterans. Hall said the event would take place on November 11<sup>th</sup> from 4:30-5:30 p.m., in the Pamplin atrium and at the Northern Virginia Center. This event will be livestreamed and will be the first ever college wide,

military appreciation event. This is a huge opportunity to honor and celebrate our veterans and military persons, including alumni. Hall shared a document summarizing the planned program.

### **Assistant/Associate DH (Policy 500)**

The department heads have previously provided input on a Pamplin policy to create the role of Assistant or Associate Department Head (Policy 500). The Academic Committee discussed the document and proposed changes including: clarify that the department head is ultimately responsible for the performance of the department and management of resources, add the process for review of assistant/associate department heads to Pamplin's policy on the review of administrators (Policy 440), instead of this document, clarify/limit what spending authority can be delegated to the assistant/associate department head, and assure that the department head does not delegate merit raise recommendations. Carlson will revise the proposed policy and send to the committee.

### **High School Student Program (Pamplin Inspiring Possibilities (PIP))**

Sumichrast said Pamplin has benefited from interacting with high school students in prior years. He invited Hall to discuss a new plan for an expanded set of interactions to recruit underrepresented minority and underserved undergraduates called Pamplin's Inspiring Possibilities (PIP) Summer Academy. This will be a 10-day summer residential program that will take place in July 2022. The goal is to recruit 20-25 students for the first year. This program will be at no cost for students. Hall noted their goal will be to adopt the New Horizon Scholarship model for the PIP Academy. This program will give an opportunity for advisory boards and alumni to engage with the students and support scholarship funding that will help attract diverse students to Pamplin and aid their achievement. Hall has requested department heads to share the program proposal with their advisory boards.

### **Budget Allocation Principles**

Sumichrast asked committee members to refer to a document which describes the principles upon which Pamplin will allocate financial and other resources to the departments. He reminded the committee that the document had been discussed in the last academic year and the principles have been used to allocate staff and operating budgets to department for 2 years and to allocate tenure track faculty last year. He summarized key points from the principles and practice document. The committee discussed a few minor changes to be made and the committee will continue this discussion at a future meeting.

### **Qualtrics**

Kevin Carlson reminded the committee that the university was ending financial support for Qualtrics in May 2022 because of increased costs. The university will support the need for surveys through QuestionPro. Departments may choose to continue to use Qualtrics with their

operating budgets. Department heads discussed varying needs for Qualtrics. All agreed final decisions can't be made until details of cost and licensing agreements are available.

### **Director of Ph.D. Programs**

Carlson proposed creating a director of Ph.D. Programs. He said the position would report to him and described some of its responsibilities. The committee discussed the position and particular aspects of its charge. The consensus was that the new position should not be created at this time.

### **Implementation Plan**

Sumichrast said he's been following department head deliberations about the implementation plan. He understands that a consensus has not been reached and said that it was important to provide adequate time rather than rushing to adoption. Carlson suggested that an extended meeting be scheduled to discuss strategic priorities 5.1, 5.2 and 5.3, followed by extended meetings about the pillars and other substantial matters.

### **Action items:**

1. Carlson will revise proposed policies 440 and 500 to incorporate the suggestions made by the Academic Committee.