

Department Head Committee Meeting
November 2, 2020
11:00AM- 12:00PM
Zoom

Attending:

Bagchi, Rajesh
Carlson, Kevin
Gnyawali, Devi
Maher, John
McGehee, Nancy
Russell, Robin
Singal, Vijay

Recording Secretary:

Ratcliffe, Kelly

Associate Dean for Research and Faculty Affairs, Kevin Carlson brought the meeting to order and welcomed all of the Department Heads.

Dean Carlson discussed the inform item listed on the agenda for the Honorifics updates and announced that he would need help from every department on confirming updates to the Honorifics review schedule. Carlson also noted that if anyone has any questions on what 2nd and 4th year reviews they are doing for Assistant Professors this Spring or Associate Reviews to let him know. Professor, Robin Russell asked what the requirements were for Associate Reviews and Dean Carlson said the format was almost identical to the 2nd and 4th year reviews and that they needed to do a teaching review and build the information. He also reminded everyone that external letters were not required.

Dean Carlson moved on to discuss Annual Reviews and mentioned that he would like to have the procedures established by November 15th, 2020 so that he can forward those materials back to the departments. He opened up the discussion to seek input from the Department Heads regarding any additional information and/or changes they would like to see made to the annual review list. The one pending change, Dean Carlson mentioned, is the table for teaching that exist in both the research and the tenure track and non-tenure track table where they put in their courses and fill in evaluations. Dean Carlson stated that they are looking to run their reports off of the University Data Commons so they can pull the CRN's, course names,

enrollments, etc. We are also exploring options to automatically populate SPOT data in the Elements report. Professor, Jack Maher recommended that the faculty continue to add their information in the current table listing sections taught in the current annual review template as well as have the information automatically populated in the Elements report. This could be copied and pasted from the Elements report to the annual review template. Professor, Devi Gnyawali suggested to prepare a separate shorter version for adjunct instructors, and everyone agreed.

Professor, Vijay Singal requested a comments box following the AACSB classification entry in order to provide supporting comments. Dean Carlson noted that annual reviews need to be completed for all individuals who were an instructor of record during 2020. While adjunct faculty are not likely to enter information into Elements the elements table as support for the recommended AACSB classification should be included. Dean Carlson that the AACSB table from the Elements report could be copied to the annual review template as support. Prof. Russell offered to share her departments AACSB Worksheet excel spreadsheet that that her faculty fills out with the other department heads.

The department heads agreed that it would be useful to simplify the prompts for the faculty in each of their comments sections and to reduce the word count suggestions to 200 words for each category. Also, they suggested that it would be reasonable to make the prompt question for contributions to the four college pillars section optional, so that faculty would not perceive a need to supply information about all four pillars, just the ones for which they contributed to in the previous year.

Dean Carlson moved on to discuss ENGAGE for Spring and mentioned the plan of dropping the typical hours for students from 10hrs to 6hrs and then for those faculty members who needs more than 6hrs, allowing more than one UTA assignments to increase the UTA support to a class. At 6hrs/week, each UTA would cost slightly more than \$1,000.00 for the spring semester. If we hire 100 UTAs for the spring, the total cost would slightly more than \$100,000.00. He mentioned that Elizabeth Mitchell is gearing up Advancement to launch a program to try and raise more money for the program. Depending on how much money is raised, Dean Carlson raised the question to the department heads if they believe the program adds enough value to continue in the Spring? All the committee members agreed that the program was valuable to keep.

Reviewed the remaining agenda items and suggested that these points be discussed in future meetings.

Action Items:

- Honorifics Review Deadline
- Kevin to update the Annual Review documents based on discussion and send out to Departments
- Kelly to schedule meeting for next week (Nov. 9th-13th). Include the following to agenda: Annual Reviews, Department Summary, Faculty Projections, Request P&T Cases.