

### Chairs & Directors 3.31.11

#### **Action Items from Meeting:**

- All salary recommendations need to be submitted to Dennis by April 4<sup>th</sup>.
- Administrative assistant meeting/lunch April 25<sup>th</sup>. There will be quarterly meetings for all administrative assistants this coming year. The annual schedule needs to be set at the first meeting.
- Cindy Berg will send out adjunct pay scale.
- Please notify staff being paid with soft funds. There apparently are some staff in the college that are unaware they are being paid with soft funds.
- David to pull salary data for PAC-12 schools to supplement other data provided regarding research outcomes, i.e. grant dollars.
- David to post PAC-12 talk to CSBS site; i.e. slides regarding the relationship between athletic affiliation and academic reputation.
- Departments to develop 3-5 year strategic plans by fall 2011. This will be discussed in detail in the next chairs meeting.
- Send graduate teaching policies to Jeff Kentor. Jeff will be developing a "policy book" for the college and we need to make sure there are no inherent conflicts with existing departmental policies.
- Jeff Kentor will develop the meeting schedule for the 2011-2012 academic year. We will be moving to monthly chairs meetings, supplemented by full chairs and directors meetings only twice per year (i.e. one in the fall semester and one in the spring).

#### **General notes:**

- More information will be posted on CSBS website in future to allow full access by all staff, faculty and graduate students in the college.
- Focus on funding the college via productivity & research dollars, moving away from state support. It is clear that state support continues to decline.
- Goal to return to research in all departments. The Office of Research Administration has been created, with a number of initiatives pending.
- Those who provide revenue to college should be rewarded, whether research or teaching. A large portion of departmental budgets are SCH productivity funds and faculty should be rewarded accordingly (see slides).
- Maybe move to a SCH production model instead of a course load model, i.e. explore the possibility of increasing credit for teaching very large sections (e.g. with enrollment over 200 students).
- College to review SCH production by faculty each semester. Will ask for justification on bottom quartile, i.e. simply asking chairs to track contributions across the three primary domains of teaching, service and research.

- Faculty departmental lines will not be considered historically – all hires will be considered “new” hires, rather than replacements. Departments will have to justify lines when departures and retirements occur. Decisions regarding lines will depend on the strategic plan for the department, productivity, contributions to the college and university mission, and fiscal viability.

New college policies to be developed:

- Graduate student teaching policy
- Classroom Fundraising policy
- Summer teaching policy
- Committee policies – term limit of two or three years
- Course Enrollment policy

Space allocation analysis

- College reassessing future space requirements, with a space study currently underway. The college has escalating space needs, including classroom, office, and research space.