

CHAIRS' COUNCIL MEETING

28 August 2012

3:00 PM

Stevens Conference Room.

Minutes

Present: Boyer, Çömez, Cook, Council, Drinka, Kroll, R. Magel, Reed, Rodgers, Schwert, Slator, Webster, Wood

Dean Wood welcomed chairs/heads to the meeting and outlined his plans as the new dean. He will play a bigger role in fund/friend-raising which may necessitate hiring an Associate Dean in the future. His expectation is that tasks, requests, emails and phone calls will be responded to in a timely manner, and that all discussions are collegial and respectful. Important decisions will be made in consultation with chairs/heads.

All faculty, especially those participating in promotion, tenure and evaluation committees, are encouraged to sign up for FORWARD PT&E training sessions on September 4 and 5, 3:00-4:30 PM in the Rose Room of the Union. <http://www.ndsu.edu/forward/>

Faculty with Public Health Service grants (NIH, FDA) are required to complete a significant financial Interests disclosure form and complete the financial conflict of interest training (<https://www.citiprogram.org/>) prior to expenditure of funds. For more information contact Teryl Grosz in the VPRCATT Office (teryl.grosz@ndsu.edu).

There was discussion of the Chancellor's proposal for 3 tiers of admission standards for state institutions. NDSU and UND would be tier 1 with ACT/GPA entry criteria. Remedial courses would no longer be taught at NDSU or UND.

Dean Wood asked departments to review their academic roadmaps due to some upcoming potential funding opportunities. The Provost may be able to provide one-time infusions of funds for projects tied to the roadmap.

Provost Rafert may also provide funds to renovate teaching facilities (carpet, whiteboards, benches, hoods, etc.). The goal is to maximize student impact by improving "the wretchedness of the facilities".

In preparation for the upcoming Capital Campaign, the Graduate School and the Office of Equity, Diversity and Global Outreach have developed proposals for fund-raising opportunities.

The College will continue the graduate student travel grant program this year. The announcement of 20 \$250 grants awarded on a first-come first-served basis was announced on August 15 and, as of August 28, 18 had already been awarded. Dean Wood may consider providing another round of funding in the spring.

The NDSU Library had a \$420,000 FY 12 acquisitions shortfall. The University is able to cover \$200,000 and the remaining \$220,000 will be assessed to Colleges based on student credit-hours and degrees awarded. The College of Science and Mathematics'

assessment is \$45,993 which will be paid from Dean's Office indirect costs. In light of this and other anticipated large expenses, Dean Wood would appreciate departments covering small requests from faculty for travel, etc. from their own funds.

Graduate school recruiting fairs will be held September 25 at the University of Minnesota, Morris, September 26 at the local Tri-College and September 27 at Bemidji State University. Dr. Wood will attend the Morris fair. Anyone interested in participating in any of the fairs should contact Keri Drinka (keri.drinka@ndsu.edu, 1-6131).

Provost Rafert has asked for proposals for 5 endowed professorships and, based on the academic roadmap, Dean Wood requested two proposals from Chemistry and Physics, two from Geosciences and one from Biological Sciences.

As part of his startup package, the Provost will give internal priority to Dean Wood for a proposal to the Centers of Research Excellence (CoRE) program which will provide \$1M in funding for a new Center. The program requires a 2-to-1 match from non-federal funds/private partners. Biological Sciences and Geosciences have been asked to submit proposals.

There was a discussion of differential tuition vs. course fees.

Dean Wood reminded chairs/heads to schedule department visits and facilities tours.

The Departments of Chemistry and Biochemistry, Coatings and Polymeric Materials and Physics are sponsoring a symposium "Sustainable Materials and Light-Driven Processes" September 28-29. <http://www.ndsu.edu/chemistry/light/>

The meeting adjourned at 4:10 PM.

Submitted by,

Nancy Suttle
30 August 2012

Chairs Minutes

September 11, 2012

Present: Rogers, Cook, Boyer, Webster, Schwert, Reed, Rokke, Magel K., Magel R., Comez, Drinka, Kroll

Announcements:

Chairs were asked to encourage new faculty to attend the reception at Dean Wood's home on 9/20/12.

David Nilles from Publication Services asked that we forward any student stories concerning field trips, research, and service learning to them. They are in the process of restarting their student media releases to home town papers. This will also give us a clear advantage when starting the 2013 student section in the college newsletter.

Dean Smith (Engineering) and Dean Wood are members of a committee drafting policies for Visiting Scholars/Visiting Researchers who are not employees of the university. In the discussions on this topic, a committee member from risk management noted that there is a volunteer services agreement that should be signed by anyone who is doing work at the University but is not receiving pay or credit (for example volunteer graduate, undergraduate and high school students). The forms are located on the University Counsel's web site. If you wish to work with a volunteer student who is under 18 years of age, contact the Risk Management Department for advice and policies.

The University is strictly applying the 3/9th salary rule to lecturers. The overload mechanism cannot be used to circumvent this rule. Departments need to be careful when they hire lecturers for summer or additional tasks that they do not offer salaries that would result in a violation of the 3/9ths rule. Please let Nancy know if you have questions or concerns.

The Dean's Book Club is reading "Leadership and Self Deception." This would be a good book for Chairs to read and discuss together. The Dean's Office will purchase a paperback copy for chairs who would like one. Please let Nancy know if we should order you one.

An AAUP document from 2000 discussing faculty workload was handed out earlier. The Provost would like to define "load" in order to justify "overload." Deans have been charged to develop load models in collaboration with their faculty. Load models may differ somewhat across colleges but must adhere to a general university wide framework to be determined by the Provost and the deans. Once this framework is adopted, colleges can begin the work of defining load models. Discussion followed: the load model is not intended to force faculty to do more work but rather provide a basis from which overload can be determined. The model should be

developed with the participation of faculty and be user friendly. It should also account for probation vs. tenured as well as lecturers vs. tenure track. It might be a block course model or student credit/contact hours or some combination thereof. Departments should try to come up with groups of the same rather than individual policies for each department. We do want some standardization across the college. FTE was also suggested as a way to show load. It was discussed whether the chair's council should initiate the process by developing a draft model to present to the faculty for comment or whether a faculty committee should be constituted to develop the draft model for comment by chair's council and the faculty at large. It was agreed to postpone making this decision until the deans and provost have developed the common framework.

Department chairs should send Nancy a copy of their current standardized faculty appointments to start the process. **The Provost wants to have the load models in hand by January 1, so college faculty should expect discussions of this load model to take place during the fall semester.**

CHAIRS' COUNCIL MEETING

8 October 2012

1:00 PM

Stevens Conference Room.

Minutes

Present: Boyer, Çömez, Cook, Drinka, Kroll, K. Magel for Slator, R. Magel, Montplaisir for Reed, Rodgers, Rokke for Council, Schwert, Webster, Wood

Innovation Week '13 will be held February 25-March 1, 2012 to showcase innovative work done by NDSU students. Registration takes place October 10-24. For further information, contact Brenda Wyland (Brenda@ndsuresearchpark.com).

Dean Wood reminded chairs/heads offers of positions, even in emergency situations, can't be made until the proper hiring process is completed. Several chairs pointed out long delays in getting approvals in PeopleAdmin.

Kent Sandstrom, Dean of the College of Arts, Humanities and Social Sciences, asked that 50% of male faculty in that College become FORWARD Allies or Advocates. In a friendly competition, Dean Wood announced that Science and Mathematics' goal is to have 60% of tenured and tenure-track male faculty as Allies/Advocates. There may be a financial incentive to the department with the highest percentage.

Faculty are reminded to participate in FORWARD's search committee training if they haven't already done so. A list of those who have attended training will be sent to chairs.

The ND University System is implementing a change in admission requirements such that students with certain GPAs and ACTs (yet to be determined) plus college prep courses will be automatically admitted. Students who do not meet the criteria can still be admitted after review of their applications. There is also a plan for differential tuition to replace course and program fees. Chairs expressed concern about implementation.

The University System plans to sweep 95% of any balances in course/lab fee accounts as of June 30, 2013. Dean Wood suggested that departments spend their funds before the end of the fiscal year.

Jeff Boyer is chairing a committee to develop a Professional Science Master's program. Representatives from Biological Sciences and Computer Science are also on the committee; other departments are welcome to contact Jeff if interested in participating. PSM is a course-based master's degree designed to allow students to pursue advanced training in a science discipline plus a core of professional skills courses (communication, writing, management, etc.) of value in the workplace.

The 2013 Emerging Researchers National Conference in STEM is being held in Washington, DC February 28-March 2, 2013. It is a conference for undergraduate and graduate students who participate in

- Alliance for Graduate Education and Professoriate (AGEP)
- Centers of Research Excellence in Science and Technology (CREST)
- Historically Black Colleges and Universities Undergraduate Program (HBCU-UP)
- Louis Stokes Alliances for Minority Participation (LSAMP)
- Research in Disabilities Education (RDE)
- Research Experiences for Undergraduates (REU)
Tribal Colleges and Universities Program (TCUP)
- EntryPoint

This is an excellent opportunity to recruit students from under-represented groups. The College and Graduate School are co-sponsoring one exhibition table; the registration fee for faculty participants is \$400.

Jeff Boyer is the College representative on the University Assessment Committee. There was a short discussion of assessment reports.

The meeting ended with a discussion of the group read "Leadership and Self-Deception".

The meeting adjourned at 2:15 PM.

Submitted by,

Nancy Suttle
10 October 2012

CHAIRS' COUNCIL MEETING

29 October 2012

1:00 PM

Stevens Conference Room.

Minutes

Present: Boyer, Çömez, Cook, Council, Drinka, Gelling for Webster, K. Magel for Slator, R. Magel, May for Kroll, Reed, Rodgers, Schwert, Wood

Dean Wood reported that the criteria-based admission index which is part of the NDUS "Pathways to Student Success" plan will not be implemented until Fall 2015. With regard to the potential loss of course fees, the Deans' Council has expressed their concerns to Provost Rafert. Dr. Çömez noted the Mathematics Department uses course fees to provide tutoring services within the department due to issues regarding the quality of tutoring provided by the University's Academic Collegiate Enhancement (ACE) program. Dean Wood asked chairs/heads to provide him with similar examples of course fee usage. He also requested that chairs provide him with a paragraph summarizing any concerns with the tutoring services provided by the ACE program.

A comparison of teaching loads across the College was distributed and discussed. Similar data for research and service will be tabulated and distributed.

To promote male faculty becoming FORWARD allies, Dean Wood is providing incentives in the form of travel funds to departments. Another ally training session may be offered for faculty who aren't available at the regularly scheduled time.

The Core Undergraduate Learning Experiences (CULE) Committee will be holding open forums on learning outcomes for undergraduates.

Dean Wood noted that, at the spring 2013 College faculty meeting, he will call for a vote to approve the minutes from October 16 meeting with the change in the College standing rule on voting eligibility.

There was a discussion of NDSU students taking courses at Concordia and Minnesota State University Moorhead via TCU. As of October 26, 2012, NDSU students will not be allowed to take organic chemistry at MSUM if there are open sections at NDSU, unless their schedules do not permit taking the course at NDSU. To get permission to take Organic Chemistry at MSUM, students will have to obtain the signature of their advisor (who must first ensure that the course cannot be taken at NDSU) and the Registrar. Greg Cook will soon circulate a flier summarizing the high quality of NDSU organic chemistry courses and instructors. The Provost is working with TCU towards a general policy that would similarly prohibit students from taking any TCU courses at MSUM or Concordia if the courses are required for their major and are available at NDSU. The

exception would be for students with a major scheduling conflict or whose graduation date would be extended.

Jeff Boyer is chairing a committee with representatives from Biological Sciences, Computer Science, Mathematics, Psychology and Statistics to develop a Professional Science Master's degree. Faculty from Communications and Business will also participate.

Dean Wood and several other faculty members recently attended a presentation on export compliance. Federal regulations restrict export of technology, equipment, hardware and software to foreign countries. In a university setting certain defense-based projects may require an export license to allow foreign nationals to use specific instruments or access data. A PDF file of the presentation will be circulated to chairs to circulate to their faculty and staff.

The meeting concluded with discussion of the group-read "Leadership and Self-Deception" and adjourned at 2:40 PM.

Submitted by,

Nancy Suttle
31 October 2012

CHAIRS' COUNCIL MEETING

19 November 2012

1:00 PM

Stevens Conference Room

Minutes

Present: Boyer, Çömez, Cook, Council, Drinka, Kroll, R. Magel, Reed, Rodgers, Schwert, Slator, Webster, Wood

Summer salary for lecturers (like all other faculty) is limited to 3/9th of their academic year salary and the amount per pay period can't exceed their contract per pay period. This policy applies just to salary paid from grants and contracts. Salary for teaching Summer School and DCE courses is separate and does not factor into the per pay period amount.

19 male faculty from the College registered for Ally training on November 16 {note: it was discovered after the meeting that apparently only 10 of the 19 faculty showed up for the training}.

From his participation in the recent Council of Colleges of Arts and Sciences annual meeting Dean Wood brought up several new initiatives for discussion:

- Once-a-month networking lunches for women faculty and allies
- Mechanism for reimbursing mentors for coffees/lunches with mentees
- A senior faculty advisory group for the Dean

Dean Wood commented that Provost Rafert has committed significant resources to help with funding issues within the College.

Course/lab fee fund balances continue to be reviewed by the University System. There are only two within the College that required justification in the first round, but Dean Wood urged chairs/heads to spend down available balances by the end of the fiscal year. However, carryover will be allowed with appropriate rationale.

Each College is expected to develop a draft of a load/overload policy. Chairs/heads were split into two groups: Biological Sciences/Physics/Chemistry & Biochemistry/Geosciences/CPM and Statistics/Psychology/Computer Science/Mathematics. Based on a 3-credit course = 15% of effort, each group should develop a teaching/research/service load model. Dean Wood asked for drafts for discussion at the next meeting which has been moved from December 10 to December 17 at 1:00 PM. Once Chairs' Council has developed a draft proposal, it will be circulated among the faculty for input.

Dr. Rodgers noted that the Library Committee will make a presentation at the November 19 Faculty Senate meeting.

The meeting concluded with discussion of the group-read "Leadership and Self-Deception" and adjourned at 2:35 PM.

Submitted by,

Nancy Suttle
21 November 2012

CHAIRS' COUNCIL MEETING

17 December 2012

1:00 PM

Stevens Conference Room

Minutes

Present: Boyer, Çömez, Cook, Council, Kroll, R. Magel, Reed, Schwert, Slator, Webster, Wood

Absent: Drinka, Rodgers

Three of four departmental EPSCoR startup proposals were funded, although with reduced amounts. Dean Wood cautioned that all funding is contingent upon renewal of the EPSCoR grant. He also suggested that departmental PT&E criteria include an expectation of multiple research grant proposal submissions.

A new policy on deadlines for spending College startup funds was distributed. The intent of the policy is to reduce carryover by having faculty spend each year of startup funding by June 30. The policy allows for carryover in extenuating circumstances with prior approval from the dean.

Dean Wood noted that his policy is to refer any student complaints to the department chair/head if the student(s) has(have) not already discussed the issue with the chair/head.

Instructors for University 150/Foundations of Science will be participating in a SENCER (Science Education for New Civic Engagements and Responsibilities) Summer Institute. Jeff Boyer has applied for a \$4,500 teaching improvement grant from the Provost and Dean Wood may capture \$4,500 from departmental summer school income to fund the travel.

Dean Wood is considering forming a Dean's advisory group consisting of faculty without administrative appointments. Wendy Reed suggested that current Senators might be a good choice.

Dean Wood sends thank you notes or letters to all donors contributing \$250 or more. He encouraged departments to also acknowledge contributions and to let donors know of their scholarship recipients.

According to policy 352.3.3, a candidate for promotion and tenure is to be reviewed according to the guidelines that were in place when that person was hired. Former Provost Schnell, however, gave candidates the option of using current criteria. In the future, a candidate should provide a written statement if he/she wants to use the current criteria. Also according to policy 352.3.3 copies of College and department PT&E guidelines must be provided to each new faculty member. Dean Wood suggested

including a statement in offer letters indicating that the guidelines were provided. He asked chairs/heads to review their departmental criteria to ensure they don't conflict with College policy. Many of the departmental criteria that are on file in the Dean's Office are not dated and he reminded departments to date their documents whenever revisions are made.

Chairs/heads are responsible for obtaining their own copy of the next group read "The Fall of the Faculty" by Benjamin Ginsberg.

There will be a Chairs' Council meeting on Tuesday, January 8, 2013 at 3:30 PM.

The academic roadmap process was discussed. Dean Wood asked chairs/heads to review their roadmap proposals and provide him with a one-page justification of their merit by January 4. This will be the focus of the January 8 meeting.

A work load model prepared by Drs. Çömez, Council and Magel was distributed and discussed. There are concerns that with the current version of the model most faculty will be > 100% after factoring in teaching, service and research. Dean Wood asked chairs to test the model on a few faculty to determine if the percentages are workable.

The meeting adjourned at 3:45 PM.

Submitted by,

Nancy Suttle

CHAIRS' COUNCIL MEETING

8 January 2013

3:30 PM

Stevens Conference Room

Minutes

Present: Boyer, Çömez, Cook, Council, Drinka, Kroll, R. Magel, Reed, Rodgers, Schwert, Slator, Webster, Wood

Dean Wood welcomed everyone back for spring semester.

He discussed faculty hiring protocols. Following screening of applications for faculty positions, departments request approval through PeopleAdmin to bring candidates in for interviews. Because the Dean's Office is not part of the approval to interview process, Dr. Wood asked that search committees or department chairs send him information on their proposed interviewees before inviting candidates for on-campus interviews. In addition following his meetings with candidates during the on-campus interview, he will provide feedback to the search committee chair. When all interviews are completed, he would also like to discuss the results before any negotiations with the prospective hire.

Dr. Wood reminded chairs/heads that the STEM classroom building project has not received legislative approval yet. However, he asked that they give some thought to faculty volunteers with experience designing classrooms and laboratory to serve on a university-wide planning committee if and when the project does receive approval. Due to cost issues, there will not be major hood facilities in the new building.. The priority will be for state-of-the-art teaching laboratories and other cutting-edge instructional spaces. Dean Wood is considering, when the time comes, establishing a College committee to develop a common CSM proposal for space in the new building that would be considered by the university-wide planning committee.

The remainder of the meeting was devoted to discussion of academic roadmap proposals.

The meeting adjourned at 5:15 PM.

Submitted by,

Nancy Suttle

CHAIRS' COUNCIL MEETING

25 January 2013

9:00 AM

Stevens Conference Room

Present: Boyer, Çömez , Cook, Council, Drinka, Kroll, Magel, Reed, Schwert, Slator, Rodgers, Webster, Wood

Anthropologist Frans de Waal will present the College of Science and Mathematics Community Lecture "The Bonobo and the Atheist" on Tuesday, April 30, 7:00 PM at the Fargo Theatre.

Dean Wood is presenting an ECS Green Bag seminar on his geochemistry research on Tuesday, January 29, at 12:30 in the Room of Nations.

Congratulations to Jeff Boyer who was awarded one of the Provost's instructional development grants.

Agenda items requiring State Board action must be received 60 days prior to the meeting at which the agenda items will be discussed. In the case of promotion and tenure decisions, the Provost and President must make their recommendations to the Board by February 18. The Provost has suggested moving up the deadline for him to receive the Dean's and PTE Committee's recommendations to December 15 or possibly December 1. Chairs/heads feel that the December 15 deadline is reasonable, but December 1 would cause problems. The Provost also noted that he will consult with Deans and chairs in the case of split promotion and tenure decisions.

This year Greg Cook, Dan Kroll and Rhonda Magel are scheduled for comprehensive three-year evaluations. Former Dean Kevin McCaul formed an *ad hoc* committee to develop the evaluation process and that committee recommended that departmental PT&E committees review each chair's evaluation materials and write a summary report. Dean Wood noted that some faculty are concerned about potential issues if a departmental PT&E committee writes a negative response about its own chair. He suggested an alternative evaluation committee composed of a sitting department chair/head (or someone who has recently been a chair) from another department to serve as committee chair and faculty, staff and student representatives. There was discussion of the currently-used yearly evaluation form. The form will be sent to Chairs' Council to review before the next meeting.

Policy 103 has been revised such that any titled administrative position (chair, head, associate or assistant chair, director; compensated or not) is subject to a search process, even if open only to internal candidates. If the position is less than 50% time, the search process may consist of the following. An announcement and position description, developed by the departmental faculty and approved by the hiring authority,

will be circulated to the faculty and remain open for a minimum of 10 working days. The announcement should clearly state the potential for a renewal of the term, if applicable. In the case of a chair/head, the announcement will come from the Dean; for other appointments it will come from the chair/head. Such announcements should be sent up the administrative chain to Dean Wood who will forward them to the Provost and VP for Equity, Diversity and Global Outreach. Applications are collected, evaluated and the successful candidate is recommended to the Dean (or chair/head if applicable). Dr. Wood noted that this process was driven by a faculty initiative and does not circumvent faculty governance.

Dean Wood revisited his idea of forming a small advisory leadership group of tenured faculty. It was decided that the group of faculty senate representatives was too large to use in the way intended, although there may well be occasions where the Dean would seek advice from that group. Instead each chair/head was asked to nominate one person from which the Dean will select 3-4 to serve, but will rotate periodically to ensure gender balance and that each department is represented.

Dean Wood is considering an award for best undergraduate research. Nominees would be evaluated by the College Nominations and Awards Committee (Jim Coykendall, Dan Kroll, Mark Nawrot, Bill Perrizo and Wenfang Sun). There was also discussion of the graduate student teaching and research awards and issues with limiting them to one per department.

Dr. Wood asked the chairs/heads email him the results of applying the load/overload model: how many faculty were surveyed, the results and suggestions on how to improve the model.

Dean Wood will be out of the office February 3-9.

The meeting adjourned at 10:30 AM.

Submitted by,

Nancy Suttle
28 January 2013

CHAIRS' COUNCIL MEETING

15 February 2013

9:00 AM

Stevens Conference Room

Present: Boyer, Çömez , Cook, Council, Drinka, Magel, May, Reed, Schwert, Slator, Rodgers, Webster, Wood

Janna Stoskopf, Dean of Student Life, attended to provide information and answer questions about the National Student Exchange Program in which students may study at another participating campus in the U.S. or Canada for a semester or academic year. Information is available at www.nse.org. Janna is particularly interested in getting information on programs that are unique at NDSU which may attract students from other institutions.

Dr. Wood reminded chairs/heads to provide him with their departmental load/overload analyses and nominations for his leadership group.

Nominations are solicited for the Astronaut Scholarship.

With regard to general education reform and the work of the Core Undergraduate Learning Experiences (CULE) Committee, Dean Wood encouraged faculty to become involved in the process because developing general education learning outcomes is necessary to maintain accreditation¹.

In the future, when faculty vacancies occur due to retirement or resignation, Dean Wood will normally allow the relevant department to hire at the assistant professor level (assuming approval at levels beyond the dean) but sweep any remaining funds to help alleviate salary gaps within the College. This policy is to take effect only for new vacancies. Previous agreements are grand-parented in. Exceptions to the policy are possible under extenuating circumstances.

¹ Note added in proof: I have occasionally heard the opinion expressed, most notably by Dr. Benjamin Ginsberg, the author of the book *The Fall of the Faculty*, that learning outcomes and program assessment are just scams whereby administrators attempt to usurp the rights of faculty in controlling curriculum. This is hogwash. I can assure you that no administrator that I know of (least of all me) wants to take on the task of actually determining learning outcomes or designing and implementing assessment instruments. However, given the reality that accreditation can indeed be lost if these activities are not conducted to the satisfaction of the appropriate accrediting body, administrators will insist that the tasks be done by someone, preferably by the faculty. My former institution, the University of Idaho, was placed on probation and almost lost its accreditation owing in large part to the non-existence of a robust set of learning outcomes and assessment procedures. The only way for faculty to lose control of these activities is to refuse to participate in them.

The annual “brag sheet”/lists of accomplishments will follow the same format as recent years. Chairs/heads should also be preparing annual evaluations of faculty.

There was discussion of the chair/head evaluation process and the evaluation form. Minor wording changes were suggested on the form. A statement to encourage comments will also be included.

The meeting ended with a discussion of the group read “The Fall of the Faculty”.

The meeting adjourned at 10:30 AM.

Submitted by,

Nancy Suttle
21 February 2013

CHAIRS' COUNCIL MEETING

8 March 2013

9:00 AM

Stevens Conference Room

Present: Boyer, Çömez , Cook, Council, Drinka, Lepper for Schwert, Magel, May, Reed, Slator, Rodgers, Webster, Wood

Dean Wood reminded chairs/heads that, during faculty searches, he would like to receive a summary of candidates' qualifications prior to scheduling interviews.

All faculty and staff are required to complete "Preventing Sexual Harassment" training annually. <https://secure.newmedialearning.com/psh/ndstateu/choice.htm>

Nominations for the following Alumni Association awards are due June 28, 2013: Alumni Achievement, Henry Bolley Academic Achievement, Heritage Alumni Service and Horizon.

Provost Rafert has requested that all College and departmental PT&E guidelines be signed and dated by the department chair/head, department PT&E committee chair, the Dean and the Provost. Dean Wood asked that each department forward its current criteria, with appropriate signatures, to Diane Goede.

To assist new faculty in organizing materials for their promotion and tenure dossier, the Provost's Office will prepare a binder for each person which will include the PT&E criteria in place when he/she was hired.

Provost Rafert also suggested that departmental guidelines should be more specific about expectations for productivity (grants and publications) for promotion and tenure. Dean Wood noted that this would be a good time for departments to examine their criteria.

The results of faculty load calculations show that nearly all loads are significantly greater than 100%. Discussion followed. Dean Wood asked chairs/heads to send comments and concerns to Rhonda Magel, Jim Council, Doğan Çömez and Brian Slator who will make revisions to the current model. This will be on the agenda for the next meeting.

The meeting concluded with discussion of chapters 3-5 of "The Fall of the Faculty".

The meeting adjourned at 10:30 AM.

Submitted by,

Nancy Suttle
11 March 2013

CHAIRS' COUNCIL MEETING

5 April 2013

9:00 AM

Stevens Conference Room

Present: Boyer, Çömez , Cook, Council, Drinka, Magel, May, Reed, Schwert, Slator, Rodgers, Webster, Wood

Faculty lists of accomplishments/brag sheets are due in the Dean's Office as soon as possible.

Facilitators and volunteers are needed for the Science Olympiad on April 20, 2013. <http://www.ndsu.edu/olympiad/>

Dean Wood has met with professors of practice in the College and, as a result of those discussions, he requested that all PoPs have a position description on file and that departments develop PoP promotion criteria. This can be written into current departmental PT&E criteria and should be approved by the departmental PT&E committee if that is department policy. These should then be signed by the department chair/head, dean, and provost. Another concern of PoPs is that, because they don't have research responsibilities, they will be held to much higher teaching standards than regular faculty when being considered for promotion, without due consideration for their higher teaching loads.

There were potential conflicts of interest this year with the College Nominations and Awards Committee. Dean Wood will review the committee bylaws and determine whether or not to recommend changes to the faculty.

The NSF EPSCoR grant was not funded which will cause significant startup budget problems at the departmental and College levels.

Spreadsheets for distributing salary increases will be sent to chairs/heads in mid-May. Dean Wood suggested allocating lumps sums, rather than percentages, for merit increases to avoid inadvertently increasing salary inequities. Dr. Magel pointed out that full professors are already well below market on the faculty salary study. Some suggested separate merit and equity pools. Dean Wood will take these under consideration.

The faculty load/overload model was revisited. Dean Wood suggested developing a load model that reflects the current situation, but that would allow us to make a case for lowering the workload over time. It was discussed whether points should be given only for duties assigned by or agreed to by chairs/heads, but not for activities that a faculty member takes on voluntarily. Overachievement in that sense can be recognized through merit increases, awards, and other means of recognition. According to the revised model distributed by Dr. Magel a full-time load would be 180-220 points per academic year. Chairs/heads were asked to apply these points to their faculty and bring the results to the next meeting.

The meeting adjourned at 10:15 AM.

Submitted by,

Nancy Suttle
8 April 2013

CHAIRS' COUNCIL MEETING

19 April 2013

9:00 AM

Stevens Conference Room

Present: Boyer, Çömez, Cook, Council, Magel, May, Reed, Schwert, Slator, Rodgers, Webster, Wood

If salary increases are authorized by the legislature, the salary allocation process for FY 14 will have an extremely short turnaround time. The Provost's Office will provide the College's allocation on May 11 and Nancy will send worksheets to chairs/heads as soon as possible after that. Worksheets with recommended increases are due to the Dean's Office by the morning of May 14 and final numbers are due to the Provost by 5:00 PM on May 15. Dean Wood asked chairs/heads to let him know beforehand of equity issues that should be addressed. It is not known yet whether there will be across-the-board increases or if raises are entirely merit- and/or market-based.

The possibility of a campus-wide MATLAB license was discussed. Several departments in the College have purchased individual site licenses at varying costs. ITS would like those departments to renew for one more year as a trial basis for a campus-wide license.

Dean Wood noted that the Physics Department applied the revised faculty load/overload model with reasonable success. Chairs/heads need to agree on how many points should be given for serving on the PT&E Committee vs. committees that have a lesser time commitment. It was suggested that 100 points be assigned for chair/head administrative duties. Each department will present their revised results at the next meeting.

The meeting ended with a short discussion of "The Fall of the Faculty".

The meeting adjourned at 9:50 AM.

Submitted by,

Nancy Suttle
24 April 2013

CHAIRS' COUNCIL MEETING

8 July 2013

2:30 PM

Stevens Conference Room

Present: Boyer, Çömez, Cook, Council, Drinka, May, Reed, Slator, Webster, Wood

Absent: Magel, Schwert

Dean Wood will be on vacation July 12-28 and at a conference August 1-7.

College academic roadmap allocations were discussed.

Dean Wood noted that salary savings from faculty resignations, developmental leaves and administrative assignments will be returned to departments only to cover teaching activities. He also mentioned that EPSCoR will fulfill all current startup commitments, but future grants are uncertain.

The College will once again provide 20 \$250 graduate student travel grants on a first-come-first-served basis. An announcement to be distributed to graduate students will be sent on August 1 to chairs/heads and departmental administrative assistants.

There was a discussion of the FY 14 change in compensation exercise.

The STEM classroom building design committee will be chaired by Mike Ellingson, Director of Facilities Management. Each College will have one representative on the committee, and Information Technology and Student Affairs will also be represented. The College of Business and the Graduate School gave their seats to CSM and CEA so the College of Science and Mathematics will have Ben Duncan and Erika Offerdahl on the committee. Dean Wood is forming an *ad hoc* College committee to provide input to Drs. Duncan and Offerdahl and asked chairs/heads for nominations. Jeff Boyer, Kevin McCaul, Warren Christensen and Jenni Momsen were recommended

A leadership retreat of chairs/heads will be held August 16. Details will follow.

The meeting adjourned at 3:35 PM.

Submitted by,

Nancy Suttle
10 July 2013