

**College of Arts and Sciences  
Dean's Council of Department Chairs & Directors  
Wednesday, May 1, 2013  
Approved Minutes**

**Attendees:**

Peter Bayers, Director of American Studies  
Jocelyn Boryczka, Chair of Politics  
Robbin Crabtree, Dean of College of Arts & Sciences  
Nancy Dallavalle, Chair of Religious Studies  
Jean Daniele, Assistant to the Dean  
Sara Diaz, Director of Italian Studies  
Joy Gordon, Chair of Philosophy  
David Gudelunas, Chair of Communication & Director of Women Gender & Sexuality Studies  
Olivia Harriott, Chair of Biology  
Manyul Im, CAS Associate Dean  
Terry-Ann Jones, Director of International Studies  
Mark LeClair, Chair of Economics  
Laura Nash, Chair of Visual & Performing Arts  
Nels Pearson, Director of Irish Studies  
Aaron Perkus, CAS Associate Dean  
Susan Peterson, CAS Assistant Dean  
Elizabeth Petrino, Chair of English  
Judy Primavera, Chair of Psychology  
Kris Sealey, Director of Peace & Justice  
Kurt Schlichting, Chair of Sociology & Anthropology  
James Simon, CAS Associate Dean  
Marie-Agnes Sourieau, Chair of Modern Languages & Literatures  
Kraig Steffen, Chair of Chemistry  
Maggie Wills, Director of Bachelor of Professional Studies  
Yohuru Williams, Chair of History & Director of Black Studies  
Jiwei Xiao, Director of Asian Studies

**Regrets**

Angela Biselli, Chair of Physics  
Matt Coleman, Chair of Mathematics & Computer Science

**Approval of the Minutes**

Dr. David Gudelunas moved to approve the April 17, 2013 Dean's Council minutes and Dr. Laura Nash seconded the motion. There was a request to change the title of Marie-Agnes Sourieau. Ms. Daniele will make the appropriate changes. Ten chairs approved the minutes with six abstentions.

## **Promoting Faculty Research**

Dr. Manyul Im introduced Ms. Joan Overfield to talk about Library connections, support, and collaborations. Dr. Im received multiple requests from faculty in terms of how to place their research on their faculty webpage. The Library has been engaged in a number of efforts to determine ways to bring a higher profile to our faculty's scholarship. Faculty profiles are very useful in other areas such as Advancement and Marketing.

Ms. Overfield explained that the Library has changed tremendously over the past ten years, and along with that scholarly communication has changed. The following statistics was shared.

- In 2001 faculty had 3000 books on the Library's shelves. Currently, they have access to over 700,000 of which more than 400,000 are e-books.
- There were approximately 1800 print journals; there are now over 591 in print but access to over 60,000 journals. This has made a tremendous difference in the way faculty does research and scholarship.
- Previously there were 20 databases and now the Library has access to over 170.
- There were 11,000 media items, which have now increased to over 15,000.

During the Library's early days they could barely keep enough books on the shelves to support the curricular for students. It has only been with digitization that the Library was able to move around their budgets to accommodate a broader access.

This year the Library placed faculty books they acquired over the years and placed them on a faculty author shelf next to the reference desk. This made a tremendous impact for students and parents as they visited the Library. There is also a faculty publication display that rotates as new materials are authored and shared with the Library.

The most significant accomplishment is DigitalCommons@Fairfield, which is known as the Institutional Repository. This is where the Library collects faculty work, making it visible on the web.

Ms. Nina Peri, Project Coordinator and Digital Collections Librarian for the University's DiMenna-Nyselius Library shared the mechanics and an overview about DigitalCommons@Fairfield. Through an open access movement, articles and books can be placed on the DigitalCommons@Fairfield site. Ms. Peri demonstrated how to find faculty publications on the University's repository's book gallery. The Dean commented that it would be helpful to have a link to get departments to the Library resources, making the Digital Commons site user friendly. Ms. Peri shared that one thing that helps discoverability of the Department's individual DigitalCommons page is some very rich introduction about their collections. They hope to get department chairs to write a comprehensive description of what they feel encompasses their faculty scholarly works. They should utilize key words to help showcase their department information, which will help bring their information to the top of a Google or Google Scholar search.

Ms. Peri shared the following statistical information, inclusive of what is currently stored on the website and demonstrated how to find books in the Book Gallery, using the History Department as an example.

## Overall Statistics

- There are 1522 items in the repository
- Repositories are comprised of 884 faculty publications (mainly articles & book reviews)
- 278 Videos of Dr. Al Benney's used for Religious Studies Scholars
- 351 Book contributions
- 35 faculty media
- Images in Bellarmine Museum collections and some conference items

## Faculty Statistics

- 259 eligible tenure-track faculty members
- 167 in College of Arts and Sciences
- 128 have contributed content to Digital Commons@Fairfield
  - 82 from CAS
- 109 of those have selected Works pages
  - 71 from CAS
- Still seeking CVs from 131 faculty members
  - 85 from CAS

The following information was also discussed.

- Once a faculty member participates in Digital Commons, as their articles or other information is downloaded, they will receive an e-mail directly from the hosting company. Analytics could be run to see where people are that are downloading faculty material.
- Dr. Nels Pearson shared that he became more aware that publications were being read, working through this process. The Dean added that you become more aware that your materials are being read. Often times, there is a lack of awareness. Pearson commented interest was shown through internet searches.
- Dr. Im mentioned that with regard to links to program websites, the idea is that potential students could research a department or a potential candidate could search and obtain a greater sense of the type of faculty scholarly work being done within department.
- Digital Commons can be used for various initiatives, such as a recruitment tool for both faculty and students. It could be helpful for Advancement as they engage in conversations with donors to explain and point out the wonderful work that is going on at Fairfield.
- The Dean mentioned that she will develop a template for department and programs to use for narratives. Advancement seeks stories of student experience so a template will put them at the center of the narrative, which donors are interested in hearing.
- Dr. Sara Diaz asked if a Professor of the Practice or part-time faculty member could post their scholarly work too. Ms. Overfield commented that because they are in the beginning stages of developing this initiative, the process is only for tenure or tenure track faculty. The Library received 50% represented in the first year. The faculty that have most information posted are those that sent their CV to Ms. Peri.

- Dr. Im asked for clarification in terms of who could upload their materials. Ms. Overfield mentioned that we should keep in mind that we are building a database for Fairfield University. The Dean mentioned that we are seeking longevity, so her feeling would be Professor of the Practice should be included but Visiting Assistant Professors should not be included. If chairs have long standing faculty, they could advocate the inclusion of their work by sending a note to Ms. Overfield and Ms. Peri, attaching their CV to let them know they are a long-standing faculty (VAP or adjunct) of the Fairfield University community.
- Ms. Overfield mentioned that they receive the most questions around faculty rights. Ms. Peri mentioned that only 10% of all published articles are permitted in an IR in their final publisher PDF versions.
- What is usually permitted is the author's pre-print, which is the version originally submitted to the publisher, prior to any peer-review or the author's post-print, which is the accepted version after peer-review but prior to any publisher copyediting, formatting, or pagination. Ms. Peri mentioned that faculty should keep their final post prints after PDF is sent. Pre-print or post-print must be identified.
- Ms. Overfield stressed that faculty create the scholarship, but the Library will handle the remainder of the work involved in uploading their materials. Ms. Peri will check the rights and go over all contents listed on the CV; she will query the publisher and upload all permissible content. If faculty contribute content to DigitalCommons@Fairfield, the Library will create a SelectedWorks page for them. If faculty leave the University the page will stay with faculty. Fairfield's branding will come off and if the faculty member moves to another institution with a DigitalCommons repository, their page will get that branding. If not, the page will remain with a generic bepress DigitalCommons branding. The SelectedWorks page is always the property of the faculty member.
- Each publication is either linkable or downloadable.
- Ms. Peri mentioned that the book galleries contain no content; they only contain the metadata for the books and book contributions at this time. She will be working on requesting permissions for books and book contribution content in the future.
- The Dean mentioned through her experience, she noticed that scholarly work in chapter books is not easily found. Journal articles seem to have a longer life given indexing. Thus, putting chapters onto digital commons can keep your ideas in circulation longer, as it would be searchable through key words in chapter title (rather than the book title).

### **Anticipating Rank & Tenure Declarations of Intent**

#### **The following information and suggestions were made around the Rank & Tenure process.**

- The Dean asked chairs to give her a heads up if pre-tenured faculty are interested in going up for promotion during their 5<sup>th</sup> year. She mentioned that she noticed that chairs and/or full professors are the last to find out when an associate professor is interested in apply for promotion. She looks to chairs to reach out to associate professors, asking if they are planning on applying for promotion, attending to their mentoring/planning needs (perhaps by assigning another full prof to be a mentor, etc.). The chair will write a letter of EVALUATION and shepherd the case. Chairs could help folks connect to resources available through disciplinary associations, CAE, etc.
- The Dean did hear from a few faculty with questions relative to the calendar and deadlines around Rank and Tenure. She strongly recommended referring the applicant to the actual R&T guidelines; it is best for them to refer directly to the document. If there

are interpretation questions, she refers them to the Chair of the Rank and Tenure Committee. Folks should be finding out for themselves from the source.

- May 30 is the deadline for Faculty to declare intent to apply for tenure and promotion. This should be a formal application in writing, inclusive of a list of five potential external reviewers. The Dean and Chair should touch base on the list of names, identify gaps and/or concerns.
- The Dean will review the list and reach out to the applicant with any questions she might have. The Dean has to choose two from the candidates list. At times the Dean will add one that she feels will be beneficial (e.g., from a Jesuit institution). The goal is to ensure they are seeking appropriate colleagues to review their work. There should be a good range that will work in the best interests of the candidate. Candidates should ensure that there are not personal ties to their potential external reviewers.
- Dr. Simon is the CAS Associate Dean who will line up the external reviewers. He will request a formal CV from each applicant. A formal request will be sent out to the external reviewers to see if they are available and willing to review the candidate's scholarly work. The majority of unavailability is related to scheduling conflicts, but sometimes folks feel they are not close to the scholarly area. Occasionally they don't want to do it (if, for example, they don't think it's a strong case; people seem unwilling to write critical letters, which should be part of the process).
- By August 1, candidate materials for reviewers are due to the Dean's office. We usually send CV, one-page research statement, copies of publications (videos, etc.). According to the R&T policy, we need to send out materials to reviewers *no later than August 15* with formal instructions. We're happy to send them out sooner. This can be in candidates' best interest if we do so.
- It is up to candidates what they would like to include in their informational packets. They should be consulting chairs and other senior colleagues. Chairs should be proactive in helping candidates. Materials are sent out via FED EX.

### **Routine Issues**

*Faculty Hiring Update*—The College was successful in recruiting.

- We hired five tenure track searches in the College successfully with the top candidates.
- We managed to receive approval for six VAPs for FY' 14. These are in the areas of Religious Studies, English, Modern Languages, Philosophy, Sociology/Anthropology and VPA-FTM.
- We were approved for renewal of our Professor of the Practice positions.
- The Dean is seeking seven searches next year, five in open lines and two in new lines—Religious Studies, Philosophy, Biology, MLL-Spanish, Communication, VPA-FTM and one more TBD on the needs of the College.
- Timing of faculty request should be placed in Budget request for FY' 15. For TT searches list position earmarking but the funding does not need to be reflected.
- Hires needed for FY' 15 should include funding amount needed.
- Dean will solicit a search plan. She will send out guidelines as to what should be in the search plan, inclusive of recommended search committee and job description. All requests should be attached to the A to H before moving the process along.
- All job descriptions and ads for faculty should go to the Dean's attention first and then will be filtered to the SVPAA's Office.

- The Dean has a five-year search plan but other situations of priority areas may come up that would take precedent.
- Dr. Olivia Harriott asked how decisions are made around support staff. The Dean explained that the salary money is in the academic division and the Dean would have to request through the SVPAA for approval. The approval would then have to be approved by SVPAA office and final decisions by Finance. Staff is determined most importantly according to safety issues in the forefront. If funds are not available staff positions will not be approved.

*University Technology/Systems*—Paige Francis, CIO, is accessing all of our technology systems. She has a lot of experience from various Universities. A few highlights were shared in terms of what will take place in the near future with ITS.

- Dr. Im mentioned that Jay Rozgonyi as Director of Academic Computing had Blackboard come in and preview the next upgrade for Blackboard, which was pretty impressive. It makes Blackboard much more robust in terms of features available for use in on-line courses.
- The upgrade allows more control over assessment in terms of collecting artifacts from students for qualitative assessment.
- This will roll out in July for the University. This will be a real enhancement to Blackboard. We could take full advantage by encouraging faculty to collect their assignments through Blackboard even if they do nothing else on Blackboard. This allows the department, the College, or the professor to do assessment from a common pool of artifacts that students upload into the student modules.
- Dr. Williams thought that Mentor offered the same or better functionality. Dr. Im mentioned that Mentor continues to be used but if you have not used Mentor and would like to collect student assignments, Blackboard is now much more efficient for collecting the types of assignments when you are engaging in department assessments.
- Dr. Gordon commented that there are hundreds of classes using mentor. She felt it did not make sense to try to engage participation for a second system. The Dean mentioned that Ed Tech is engaged in this work and that it is best to address these types of questions to them. There are a number of faculty who refuse to use Mentor for their own reasons, and of course there are hundreds of courses already using Blackboard, as well.
- Dr. Gudelunas asked if Paige Francis and Jay Rozgonyi could be invited to the August Chairs' Retreat for a discussion. Dr. Im mentioned that Ms. Francis and Mr. Rozgonyi are good about their time and would come and listen. He mentioned that there is a committee in place to replace the Banner Steering Committee, the Administrative Technology Committee, who will be handling some of these types of issues.
- The Dean mentioned that there is another system that they will be testing for degree audits that should be more efficient than the current CAPP system. Christine Siegel, Associate Vice President, is reaching out to other institutions to get a sense of what works, what were difficulties, and what they wished they knew before that they know now.

*Annual Reports*—Instructions are out relative to the Annual Reports. Ms. Jean Daniele can answer any questions relative to the spreadsheet portion of the report and the Dean can answer questions about the narratives.

### *Summer Orientation and Enrollment Management*

- Every student should be in Math during their first year. We want all students in EN11/12 PH 101, RS101, and HI10. We may need more sections in these areas.
- Ms. Peterson will reach out to chairs if there is a need for additional sections.
- The Dean mentioned that at the 200 and 300 level courses, the departments did an excellent job at targeting the right number of sections, with students fallen into these sections. There may be a couple of areas where those courses need to be pared down or augmented, but clearly departments are managing enrollments/mapping curricula better than in the past.
- Now with sophomore all registered, we are looking at the students who are not fully registered.
- The Dean mentioned that there should be all hands on deck during student orientation. How are you managing internal conversation? She would like a heads up if faculty are opting out of helping with orientation. She commented that the entire staff in the Dean's Office will work full days at Orientation.
- Dr. Primavera attempted to reach out and plan her schedule. She wanted to know what the expectations were for the department chairs. Suzanne has been doing a lot of management of people and reaching out. Faculty do not want to come to campus to find out they are not needed; they want to be sure they clearly have a role.
- The Dean asked Ms. Peterson to get a rundown on the details to share with chairs. The Dean's Office has not received information about orientation, which is unusual to previous practices.

**Planning for CAS Chair's Retreat** –Dean asked for thoughts on modalities, such as sharing best practices; hiring someone to come in to run a subset of meeting to put us through a mini seminar. The Chairs' Retreat is scheduled for Monday, August 26, (a ½ day for new chairs) and Tuesday, August 27 (full-day for all chairs).

#### Possible Topics for Discussion:

- Best Practices from Departments—The Dean will reach out to selected chairs for presentation on these topics.
  - Gateways & Capstones (designs, linking to assessment)
  - Internships and experiential learning
  - Advising
  - Assessment
- Case studies in conflict management
- Dr. Gordon recommended a discussion around Human Resource issues. There are so many topics for discussion—adjuncts, support staff, workshops.
- Dr. Williams suggested Classroom to Career. The Dean mentioned that it may be helpful to get into smaller group discussion; the chairs seemed to like this idea.
- The Dean mentioned that they entertain three topics and chairs have an opportunity to engage in two of the three topics in a smaller group discussion. The Dean suggested that chairs forward some topics for discussion.

The meeting adjourned at 5:30 p.m.