

## College of Arts & Sciences Planning Committee

Wednesday, October 9, 2013

CNS 8 Conference Room

10-11:30

### Minutes

Present: Crabtree, Simon, Im, Rosivach, O'Driscoll, Crawford, Lacy, Lomonaco

#### **I. Set calendar for this year's CAS Faculty Meetings**

- A. Friday, October 25, 3:30-5:00 (Alumni House)
- B. Friday, December 13, 3:30-5:00 (Alumni House)
- C. Friday, January 31, 3:30-5:00 (Alumni House)
- D. Friday, March 7, 3:30-5:00 (Alumni House)
- E. Thursday, May 1, 3:30-5:00 (Alumni House) – Annual CAS Celebration

#### **II. Updates from the Dean**

- A. Rank & Tenure Procedures – Sub-committee report

Since the previous ASPC meeting, Assoc. Dean Simon and the Dean's Office completed the [Sub-committee Report on College Rank & Tenure Procedures \(03/15/13\) \[as amended\]](#). It is now posted on the CAS website.

- B. Humanities Institute

The Humanities Institute report is now complete. The Dean “foregrounded” student-oriented content to appeal to donors, sought and incorporated feedback from CAS Board of Advisors, and presented the document to the President and Board of Trustees. The President strongly and enthusiastically supported the report and its vision for the Fairfield University Humanities Institute. The Dean also noted some ways that the emerging Humanities Institute can contribute to and partner with the university's Health Sciences Initiative.

Ultimately, the President called a meeting with the AVP, VP of Advancement, Senior VP of Administration, and the Dean to endorse the report. As such, the Dean reported that the College is in a position to launch phase one of the Humanities Institute initiative by the end of the current academic year. With the President's encouraging endorsement, and the completion of the revised report, the Dean says that Fairfield's major gift officers now have the information they need to help the College raise funds for growing the endowment, including the potential for at least three endowed faculty positions as part of the larger campaign goals.

- C. **Integrated Nursing and Health Sciences Initiative**

Brian Walker and Eileen O'Shea, faculty co-facilitators for the INHSI, are currently moving forward on strategies for faculty involvement in the initiative, Lynn Babington is focusing on the design and construction component, and the Dean is working on fundraising for faculty and faculty-student research opportunities (through cultivating gifts to the Science Institute).

#### **D. Dean's 360° Review**

At the Dean's request, the AVP initiated a 360° review of the Dean. The review included senior administrators (President, AVP, and the Senior Vice President for Administration), plus direct reports from the College officers, peers (other Deans), and faculty leadership (chairs and directors who had 2 or more years of service). The review process is complete, and the Dean will meet with the AVP to discuss the results. Data was aggregated by groups (senior administrators, faculty leadership, etc.), and as a single population.

The Dean asked committee members whether they believed her review should be shared with faculty. After a brief discussion, the committee resolved that the review was the Dean's private information. Nonetheless, members noted that if the Dean decides to make any major changes that were influenced by the review, she could share small pieces of the review relevant to said administrative changes.

#### **E. Provost search**

The Dean reported that she chose not to submit her name as a candidate for the current Provost search. She said the search process is unfolding rapidly, with the goal of hiring a Provost soon, potentially before hiring a Chief Financial Officer and other critical layers of administrative leadership. The Dean noted that the CAS has strong representation on the committee (Crawford, Dallavalle, and Rakowitz).

### **III. 2013-14 Goals & Priorities**

- A. Recruit nominees for the Associate Dean position, which will open when Manyul Im finishes his term in Spring 2014. The Dean seeks a final decision for the next Associate Dean before Fall 2014 classes are scheduled (to allow the selected candidate's department ample time to arrange for course coverage).
- B. Continue efforts and progress on the assessment of Core learning outcomes and pathways. For example: Glenn Sauer's work on a Scientific Reasoning pathway project, and Cinthia Gannett's work on a pathway project with a focus on Rhetoric & Reflection and writing across the curriculum.
- C. Improvements to CAS Advising. Assoc. Dean Simon is bringing together department chairs to assess the strengths and needs of our current advising system. The Dean said that department chairs will do a SWOT analysis and the ASPC should consider how we might encourage improved advising.
- D. Possible ASPC sub-committees

## 1. Online learning, long-term planning

Starting next week faculty (8 CAS, 2 nursing, 1 engineering, 0 DSB) will be meeting to explore on-line learning and consider how to develop on-line courses that meet the rigor of the traditional Fairfield University class. Participants in this group will complete an on-line course to see what it's like to be a student in an on-line course and to see how to construct/develop an on-line course. The course will be fully on-line, but colleagues expressed an interest for a second on-line training opportunity (in future) that could allow faculty to explore the hybrid on-line course format.

ASPC members discussed ideas like a standing CAS subcommittee for on-line learning (with some ASCC members).

The committee also discussed how the on-line courses might help restore some of the part-time student population the university lost following the closure of University College.

Members suggested that the ASPC should draft a charge to send to the ASCC to consider key issues including:

- Strengths & weaknesses of the on-line format
- What modalities are appropriate (which ones are not)?
- What are our standards (an important first question)
- What courses may or may not work?
- What is the appropriate process for creating a process and form to develop and approve an on-line course.

The committee resolved that Assoc. Dean Im will work on the first draft of the charge and send to the ASPC for editing and suggestions.

## IV. Agenda for first CAS meeting

- A. Approval of minutes
- B. Introductions of new CAS faculty
- C. Elections (see calls for nominations)
  1. Arts & Science Planning Committee Member – Natural Sciences & Mathematics
  2. Distinguished Teaching Award Selection Committee
  3. At-Large Merit Committee Members (2 Humanities; 1 Natural Sciences & Mathematics; 1 Behavioral & Social Sciences)
- D. Deans' Remarks
- E. Adjournment, followed by CAS faculty reception

## **A&S Planning Committee**

### Ex officio:

Robbin Crabtree, Dean  
Sally O'Driscoll, Chair of CAS (2012-2014, second term)  
Scott Lacy, Secretary of CAS (2013-2015, second term)

### Elected:

Bob Epstein, Humanities (2012-14)  
Dave Crawford, Behavioral & Social Sciences (2012-14)  
Marty Lomonaco, Interdisciplinary Programs (2013-15)  
Vin Rosivach, At-large (2013-15)  
Open Position, Natural Sciences & Mathematics (2013-15)

## **CALLS FOR NOMINATIONS...**

At the October 24<sup>th</sup> meeting of the College of Arts & Sciences faculty, we will conduct elections for the three positions listed below. Faculty members who are interested in these positions, and those wishing to nominate colleagues: please contact CAS Secretary Scott Lacy (slacy@fairfield.edu) or CAS Chair Sally O'Driscoll (sodriscoll@fairfield.edu).

- 1. Arts & Science Planning Committee Member – Natural Sciences & Mathematics**  
One ASPC committee member from Natural Sciences & Mathematics  
\*Assistant, Associate, or Full Professors
  
- 2. Distinguished Teaching Award Selection Committee**  
One Selection Committee member from Natural Sciences & Mathematics.
  
- 3. At-Large Merit Review Committee Members (4)**  
\*See note below about Department Representatives on Merit Review Committees  
Two committee members from the Humanities  
  
One committee member from Natural Sciences & Mathematics  
  
One committee member from Behavioral & Social Sciences

## **DEPT. REPRESENTATIVES - MERIT REVIEW COMMITTEES**

Prior to the October 24<sup>th</sup> CAS meeting, each Department Chair must submit to the Dean, one name for both...

- A) Name of one department faculty member who will serve as department rep. on the Merit Review Committee, 2-yr term
- AND-**
- B) Name of one department faculty as a nominee for an at-large position on the Merit Review Committee for the Division.