

Eastern Michigan University
College of Arts & Sciences -- College Advisory Council

Minutes

January 17, 2008, 3:30 – 5:00 p.m.
Room 219 Pray-Harrold

Present: S. Haynes (CAC Chair), W. McMillan (COSC-DH), Howard Booth (Bio), A. Coykendall (WGST), J. Curran (Math), J. Pfister (PLSC), H. Lindsay (Chem), T. Kovacs (G/G), P. Koehn (P&A), T. Vosteen (FLABS), A. Sacksteder (Art), D. Winder (MAD), G. Hammill (CTA), J. Dieterle (H&P), B. Ensor (SAC), R. Lajiness-O'Neill (Psych), J. Pinson (Eng), T. Venner (Art), L. Schott (Dean's Office), H. Höft (Dean's Office), T. Greco, (Dean's Office)

I. Call to order by CAC Chair Susan Haynes at 3:36 pm

- A. Minutes from 11.29.07- Because minutes are not posted to the CAS website, faculty have not had a chance to review them. Approval of these minutes has been tabled until the next full meeting of the CAC.

III. New Business

- A. Arts Committee Report- **accepted unanimously 16-0-0.**
- B. Science committee report- **accepted unanimously 16-0-0.**

IV. Old Business

- A. Procedures Committee Membership – discrepancy between Bylaws and Input Document
- This discrepancy falls to CCRSL to fix. The Chair of CCRSL has the appropriate information and will oversee making changes to rectify the problem.
 - However, the new input document still probably needs to go through the steps to get be approved (for now, we are still operating under the 1992 input document). The document will go through the following channels to become approved: the CAS Dean's office and the AAUP (in compliance of contract) and to the Provost's office for final approval.
- B. Discussion item: Input on Dean's Proposed Goals for CAS AY 07-08
Associate Dean Schott modified the mission after the last CAC meeting.
Suggestions and comments from faculty and DHs:
- The new proposed mission/goals should be passed along to our colleagues in CAS departments. This item should be on the agenda for the next CAC meeting where members can share departmental comments. (Koehn)
 - It's important the people consider the mission itself and not get too hung up on wording. (McMillan)
 - The wording of the mission is very important as reflects the values of the CAS to students, faculty, staff and the community. (Kovacs)
 - Linda did a nice job rewording the mission. (Pinson)
 - Is this step (changing the mission) premature in light of the eminent new dean? (Hammill)
 - We should move forward with the mission statement under our interim dean. (Haynes)
 - It is important to circulate the proposed new mission among faculty to get input about how the college feels right now (spoken from the point of view of a dean search committee member). (Coykendall)
- C. Discussion item: Departmental Leadership – interim and part-time department heads
Not pursued since last meeting. Potential issues with survey. No results.
Dean, Associate Dean and Faculty suggestions and discussion on how to proceed:
- It is important to flesh out possible differences in perception between survey administrators, CAS, departments, department heads and interims. The DHs

and interims could be asked why they vacated positions. The questions could be administered anonymously. (Lajiness-O'Neill)

- In a survey, there's not a chance to express certain subtleties. Exit interviews might work. (Greco)
- The questioning needs to happen retrospectively, so that those who left years ago can be surveyed. (Lajiness-O'Neill)
- We have experts in the CAS on qualitative research who could design a qualitative open-ended survey. (Schott)
- The format could be in the form of discussion forums or focus groups. (McMillan)
- In an online survey, one of questions could be: would you be willing to come in for an interview or focus group and identify yourself? (Haynes)
- If the HR (student) survey questions are available, they could be used as a model.

Ad hoc committee formed to physically implement, design and deliver the survey/questions and analyze the results: **Susan Haynes, Patrick Koehn, and Renee Lajiness-O'Neill.**

V. New Discussion Items

A. Security: New office keys replacement cost

Many offices have been rekeyed. Faculty and staff are having to pay a \$100 key replacement for lost keys to cover the costs of rekeying. This is based upon an old policy that employees were responsible for keys. There is general concern for people with many keys such as secretaries who are also not paid as well as faculty. (It is thought at this point in the meeting that:) people are having to pay \$100 per key lost. The AAUP is buying a minimal number of replacement keys for a specific faculty member, because as the AAUP's lawyer has assessed, this is a wage problem; that is, the charging for lost keys policy is being imposed without negotiations (as clarified by Abby Coykendall).

General Discussion:

- There should be a policy that a secretary is given a protected place to access and store keys, is always able to be in control of keys. (Coykendall)
- There are master keys for the new keys. (Höft)
- The building administrators are currently deans. How could their role be better delegated? (Coykendall)
- Actually, in the CAS (in PH), those duties fall to the Associate Dean for Budget. If that person is not present, then the duties fall to whatever administrator is in the office at the time. (Höft)
- Each floor in MJ and PH needs a mini-expert on safety and building administration. (Coykendall)
- Would be an appropriate task for the Dean's office. (Haynes)

On the topic of keys:

- The key policy is counter-productive to academics. (Haynes)
- Question: Are only departments who asked to be rekeyed receiving this service? (Kovacs)
- John Donegan (associate vice president, facilities) is working on key issues. All offices will be rekeyed. Dorms have been rekeyed first and now the physical plant is picking back up where they left off on offices. (Greco)
- The \$100 fee covers the loss of the whole set of lost keys to cover rekeying. (Greco)
- What would be ideal is a swipe card system. (Höft)
- The Department of Geography and Geology voted to install card readers. (Kovacs)
- The cost to each door would be \$2000-5000 because new door would need to be installed, etc. (Greco)

Motion: (Kovacs, Vosteen): The CAC will recommend to the University through the Dean's Office to consider installing swipe card systems in the future instead of rekeying.

Comment: The University has around 12,000 locks. (Höft)

Motion passes unanimously 16-0-0.

B. Faculty Council Budget Forum 1/15/08 report

The AAUP has expertise about the University's budget b/c of negotiations. The Power Point forum report is published on web for our reference.

Outcome:

- The budget for faculty is very peculiar: CE and department overlap is accounted for twice, and faculty are paid only once. The question is: who gets the other money?
- There's also the issue of recoupment money. That is when a faculty member doesn't teach and is replaced by lecturer. The money used to be in AA, but now goes back to the general fund.
- There are recommendations for changing processes on the forum report- to see them, page to the back of the Power Point on the AAUP site.
- Question: What is the difference between the actual budget cuts and the way the different colleges are affected by those cuts? (Coykendall)
- Response: It is important to be careful how one looks at the numbers because of the contexts of the cuts. The real question is: Is the cut to AA based on relative college budgets? (Höft)

Faculty council is continuing to look at this matter, and the CAC can bring it up for discussion at a later date.

C. Alignment

- Question: Has a proposal for realignment been sent to the Provost's Office from CAS? (Dieterle)
- The administration in CAS has brainstormed and sent forth ideas, not a formal proposal. (Schott and Höft)
- The only thing that has changed is that three departments voted to change from departments to colleges. (Höft)

D. 5 new searches for faculty

- Were chosen for accreditation purposes, etc.
- There is a sense of urgency about the searches in part because of Interim Dean Höft's schedule, but also because of the late date.
- There was base funding of \$69,000 that just came through in December.
- There will be a second release for searches if enrollments look good, but at last count they are down -3%.

VI. Dean's remarks-

Think about the base funding- should we keep all, some, or nothing in the Dean's budget? This is a permanent addition to base funding. It could be distributed among departments, but could also be kept and departments could write proposals for its use each year.

Discussion:

- The Provost's office has offered a one-time \$15,000 amount for faculty research and travel. In the future, there may be another such offer. (Höft)
- To clarify, the \$69,000 goes toward SS&M, which was the Provost's decision in support of students. (Greco)
- GA funding is a large problem in History and Philosophy. (Dieterle)
- There are huge inequities between departments. It is actually important to discuss the role of GAs and how they function in different departments. (Höft)

There was also a meeting of the Oversight Committee for the new science building, which is an advisory (executive level) committee made up of the Provost, the President, Dean Höft, among others. They met with architects and the next step is to hire a construction manager and an auditor. Future meetings occur January 30 and 31 and February 11 and 12, 2008.

VII. Faculty remarks- none

VIII. Chair's remarks-

The Chair has moved the Dean search committee report until the end of the meeting so that potential candidates for the position might vacate without having to miss any of the rest of the meeting. The report on the dean search is generally positive. The search committee feels that they have a very strong pool of applicants.

IX. Adjournment at 5:03 p.m.

Respectfully submitted,
Amy Sacksteder, CAC Secretary