CHAIRS’ MEETING
Minutes -- **REVISED**
February 11, 2009

Members Present:  John Bulman, Curt Bennett, Tina Choe, John Dorsey, Roy Houston, Gary Kuleck, Jim Landry, Mike Manoogian, Richard Plumb, Nader Saniei, Nazmul Ula

Announcements
- **APRC** – The APRC university-wide committee is looking for a volunteer from our college to serve beginning next academic year. Currently, Connie Weeks and Gary Kuleck are the college representatives. Connie will be stepping down, therefore we need a new representative. This is a very important university committee and the Dean urged the chairs to speak with their faculty and encourage participation.
- **Summer Bridge Program** – as a result of a donation, the college will be hosting a summer bridge program. The Math department showed a great deal of interest in participating.
- **Three-year scheduling** -- reminder to chairs to submit their three-year scheduling plans soon. Plan should include courses and staffing over the next three years with the goal of taking the intro courses down from 90 students to 30.

Department updates
**Biology** – students getting ready for the Undergraduate Symposium
**Chemistry** – abstracts due today for participation in Undergraduate Symposium
**Math** – undergoing APRC review
**Electrical Engr.** – deep into faculty search – 260 applications have been whittled down to 71 – looking at specific fields of the candidates that would benefit the future direction of our college (i.e., interdisciplinary, alternative energy)
**Mechanical Engr.** – completed one interview – 2 to go

Gary Kuleck – send interested faculty to Gary to discuss APRC representation; will be holding monthly strategizing sessions in conjunction with Sponsored Projects Office and University Relations to go after grants – brainstorming sessions – will most likely be held on Friday afternoons from 3-5

Jim Landry – reminder to turn in articulation agreement forms; March 1-2 is President Preview weekend where the best of the best who have been admitted come to campus; need volunteers to attend Monday breakfast

**Lab Safety**
Last week there was an incident in the materials lab (Pereira 127). Public Safety had emailed the Dean indicating they would be doing a safety inspection of Seaver and Pereira on 2/4/09. The Dean sent a copy of the email to the lab managers and chairs. Upon inspection of P127, there were potentially harmful hazardous materials found.
Public Safety then decided to evacuate the wing until a hazmat team was able to arrive and remove the chemicals.

Prior to this incident, chemistry and biology faculty had already met with the Dean and their lab managers to develop a chemical hygiene plan. As a result of this recent incident, the Dean tasked Gary Kuleck to form a lab safety committee that will be meeting with administrators from Risk Management and also the Sponsored Projects Office to develop a chemical hygiene plan for the labs that house chemicals.

Work study/Teaching Assistant Allocations
Beginning Fall of 2009, each department will be allocated a budget for student workers. The Dean’s Office will develop a formula which will be based on enrollments within each department. The work study/teaching assistant budget for the entire college this year was $502,000. The departments will receive a total number of hours in which they can distribute among their student workers.

The departmental allocations will be distributed within the next couple of months to enable departments to secure their student workers before they leave campus for the summer.

Chairs Stipends
BCLA chairs put together a proposal to modify the compensation received by chairs. The proposal was based on input from the chairs that the “current stipends are not commensurate with responsibilities and are allocated arbitrarily (no correlation with dept size)”. The proposal was presented to the Academic Affairs Council and Margaret Kasimatis was asked to develop a formula. The Deans felt that the formula was too complicated. The Deans then proposed a much simpler approach – straight percent of annual salary. This was then taken to the Department Chairs Task Force who objected based on perceived inequities just by virtue of seniority. The new proposal is a modified version of the BCLA chairs proposal providing a base stipend of $4,000 for the academic year and an additional $150 for each FTE faculty in the department. Average stipends would increase from approximately $3,000 to $6,000.

The CSE chairs were not in favor of this proposal. It was suggested that the pot of money be given to each Dean to distribute to their chairs as they see fit. R. Plumb will take that suggestion back to the Dean’s Council.

NEXT MEETING: WEDNESDAY, FEBRUARY 25
12:30-2:00 – PEREIRA 100