

The DIETRICH School of Arts & Sciences Gazette

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Dietrich School of Arts and Sciences Undergraduate Council

Minutes from the Tuesday, December 6, 2011 Meeting

In attendance: John Twynning (chair), Elizabeth Taylor (secretary), Sourav Bhattacharya, Janelle Greenberg, Adriana Helbig, Jeffrey Hildebrand, Margaret Judd, Judy McConnaha, Richard Moreland, Michael Morrill, Anna Vainchtein, Anne Weis, Thomas Jabro, Pooja Patel, Jacob Robbins.

Not attending: Abdul Ahmed, Alexander Zimmerman

1. Minutes

Minutes from the meeting November 8, 2011 were approved.

2. New Business

Approved revisions to departmental bylaws to allow internal approval of new courses

Urban Studies program

Existing courses approved to fulfill General Education Requirements

ENGLIT 1101 Invention of English Literature – Approved to fulfill the Historical Change and Second Course in Literature, the Arts, or Creative Expression requirements

ENGLIT 1382 Prized Books: The Nobel and Other International Awards – Approved to fulfill the Second Course in Literature, the Arts, or Creative Expression, Foreign Culture/International – Global, and Non-Western Culture requirements

GER 1104 German for Social Scientists 1 – Approved to fulfill the Historical Change and Foreign Culture/International – Regional requirements

HIST 1709 Global History of Science – Approved to fulfill the Historical Change and Foreign Culture/International –

Global requirements

RELGST 1010 Jerusalem: History and Imagination – Approved to fulfill the Historical Change and Foreign Culture/International – Regional requirements

RELGST 1240 Jews and the City – Approved to fulfill the Historical Change and Foreign Culture/International – Comparative requirements

RELGST 1762 The Guide of the Perplexed – Approved to fulfill the Philosophy requirement

SOC 1319 Immigration in Europe – Approved to fulfill the Historical Change, Social Science, Foreign Culture/International – Regional, and Foreign Culture/International – Comparative requirements

WOMNST 0500 Feminist History – Approved to fulfill the Philosophy requirement

Dietrich School of Arts and Sciences Graduate Council

Minutes from the Friday, December 9, 2011 Meeting

Attendees: Andrea Aldrich, Daniel Berkowitz, Julia Bursten, Stephen Carr, Nancy Condee, Robert Daley, Lauren Oldfield, Adam Shear, Nicholas Thorne, Alba Tuninetti and Robert Walters. **Not in attendance:** Christopher Bonneau and Susan Kalisz.

1. Review of September 16th Minutes. Minutes were accepted and unanimously approved by Council.

2. Proposal to raise minimum TOEFL scores for admission and other matters concerning English skills testing. Acting Associate Dean Stephen Carr began discussion with a comparison of our TOEFL (80) and IELTS (6.5) requirements compared with nine other universities, we were near bottom. Currently our graduate and undergraduate

score requirements are the same (80), although there is an initiative to elevate the undergraduate requirements. Carr believes that the scores for the Dietrich School of Arts and Sciences might be 100 eventually, but he suggested starting with a requirement of 90 with a minimum of 22 in each category and reviewing how this change affects enrollment patterns. The IELTS minimum scores would move to 7.0, with at least 6.5 in each category, which is roughly equivalent to the proposed new requirements for TOEFL. The University's minimum score would remain at 80, but schools can have higher but not lower standards than the university policy. There was also discussion of a chart regarding Dietrich School students that compared various TOEFL scores with how many applied, were admitted and were enrolled. In recent years, Pitt received around 300 applicants with scores below 90; ultimately, fewer than 10 enrolled, which is about 10% of total final enrollments for applicants required to submit TOEFL scores.

It is felt that these changes would increase the success of international students in their programs as well as help mitigate the often reported undergraduate problem of understanding their TA/TFs.

It was suggested that getting feedback from the individual departments would be beneficial. Some departments feel it is important for international students to be able to converse in the vernacular of the discipline to help their students more; therefore, they have conducted their own evaluation in addition to the test being used (as the Linguistics test does not specify as much as some departments need them to). It needs to be noted that reading scores are higher than speaking and listening scores. Speaking and listening are very significant qualities needed which is why 22 in each category has been suggested. Foreign students can have a hard time understanding questions that undergraduate students ask which encompass their wide spectrum of concerns.

Recommendations: 1) Acting Associate Dean Carr will formulate a memo for Council to review and then send that memo to the Directors of Graduate Studies for their feedback; 2) Would like to have the initial stage (90; 7 IELTS) of the new standards in place for the entering class 2013-14 with a revisit to test results; 3) Will also check with GSO reps for any suggestions.

3. Draft Report of Mathematics TA/TF Review.
Council reviewed the draft of the TA/TF report of the subcommittee and suggested some minor changes. It will then be sent to the Chair of the Mathematics Department

with a request that it be shared with faculty and students and then for them to formulate a response to the recommendations the Dietrich School Graduate Council suggested.

4. Linguistics and Slavic Responses TA/TF Department Reviews.

Council readily accepted the Department of Slavic's response to the Dietrich School Graduate Council's recommendations suggested at last year's TA/TF Review.

Linguistics: Council considered a few suggestions to the department's response to the report that might clarify or increase student and faculty understandings regarding expectations about multi-year financial aid commitments.

5. Dean's Announcements.

- > Committees have been formed for all fellowship awards, Lawler, Mellon, Provost Humanities and Gutierrez.
- > Postdoctoral Fellowships will be continued with the theme being: The Problem of Comparability Across Disciplines. Deadline is March 1 and fellows will be announced around April 15. All humanities and social science departments will be alerted.

6. New business. There was no other business and meeting was adjourned.

Dietrich School of Arts and Sciences Council

Minutes from the Wednesday, January 18, 2012 Meeting

In Attendance: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twynning, Acting Associate Dean for Graduate Studies Stephen Carr, and Professors, Delanie Jenkins, Scott Morgenstern, Deane Root, Stephen Manuck, David Waldeck, Randall Walsh. **Not attending:** Senior Director of Undergraduate Studies Judith McConnaha and Professors, Jerome Branche, Joseph Grabowski (on leave), Suzanne Staggenborg (on sabbatical), Paul Shepard, Jerome Taylor, and Graduate Student Julie Hoggarth, and Katherine Martin

1. Minutes of the Meeting held on November 29, 2011

Dean Cooper presented the minutes of the meeting held on November 29, 2011. Professor Randall Walsh moved to accept the minutes. This motion was seconded by all and approved by the council.

2. Dean's Report

Philosophy Professor Nicholas Rescher was recognized by the German Government by receiving the Officer's Cross of the Order of Merit for his extensive work and research into German philosophers.

3. Update on the Budget

Dean Cooper reported that the Commonwealth had announced that there has been a shortfall in revenue and that the Commonwealth is establishing a budgetary reserve that implies a 5% rescission of the appropriation for the University. Overall, there were 22% reductions in the University Appropriation (base plus line items) last year, and the additional 5% budget reduction will be on top of this reduction. The University built a buffer for FY 2010 to help protect units from reductions, but the buffer has been spent. The Commonwealth's reduction will affect this year's expenditures in the Dietrich School.

Dean Cooper advised that the Provost sent a memo entitled "Documenting Resource Conservation" that asked the School to compile a list of cost saving measures that have been taken over the past few years. The memo also asks that individual Planning and Budget Committees propose cost-cutting proposals for the future. Dean Cooper stated that he will take this memo to the next PBC meeting and discuss the possibilities.

4. Report from Dietrich School Undergraduate Council (Associate Dean John Twyning)

Associate Dean John Twyning reported that Undergraduate Council met on December 6, 2011.

Undergraduate Council unanimously approved Urban Studies to revise their bylaws to allow them to approve new courses, pending final clarification of new course approval process. General Education Requirements were also unanimously approved by the Undergraduate Council for the following existing courses: SOC 1319 "Immigration in Europe", RELGST 1762 "The Guide of the Perplexed", GER 1104 "German for Social Scientists 1", HIST 1709

"Global History of Science", WOMNST 0500 "Feminist Theory", RELGST 1240 "Jews and the City", RELGST 1010 "Jerusalem: History and Imagination", ENGLIT 1101 "Invention of English Literature", and ENGLIT 1382 "Prized Books: The Nobel and Other International Awards".

The report was accepted unanimously.

5. Report from Dietrich School Graduate Council (Acting Associate Dean Stephen Carr)

Acting Associate Dean Stephen Carr reported that Graduate Council met on December 9, 2011. They voted to raise the TOEFL score required for incoming graduate students to 90; this will be in place for next year. If departments admit students within the 80-90 range this year, departments will be contacted to inform them that such recruitments would not go through in the future. Approximately 10 current students would not have been admitted under these guidelines. Information about the new criteria will be distributed to all chairs, and it is their responsibility to track the data during the admission process.

Randy Walsh moved to accept the minutes. The motion was seconded by Deane Root and was approved unanimously.

6. Set dates and agenda items for Full Faculty meeting

The Committee was unanimous in selecting Wednesday, February 29, 2012 as the Full Faculty meeting date. The Dietrich gift and naming of the school was added to the agenda.

7. Other Business

With no other business the meeting was adjourned at 2:31 p.m.

Dietrich School of Arts and Sciences Graduate Council Minutes from the Friday, February 24, 2012 Meeting

Attendees: Andrea Aldrich, Daniel Berkowitz, Christopher Bonneau, Julia Bursten, Stephen Carr, Robert Daley, Susan Kalisz, Lauren Oldfield, Adam Shear, Nicholas Thorne, Alba Tuninetti and Robert Walters. **Not in attendance:** Nancy Condee.

1. Review of December 9th Minutes. Minutes were modified, accepted and unanimously approved by Council.

2. Response of Mathematics to TA/TF Report. Council decided to send a follow-up letter thanking them for their response and encouraging the faculty to create a more effective mechanism to assure faculty visits for TAs each term in compliance with Dietrich School requirements. Some ideas would be suggested to help in this endeavor as part of Dean Carr's response to the department.

3. Draft of Theatre Arts Report. Council first course of action would be to send the report to the department along with a cover letter that suggested that it be shared with the department's faculty as well as graduate students. Also the cover letter would have the department consider the disparity between faculty and student outlook and address the issue in its response, as well as contemplate various alternative to their use of resources. Also reference will be made to this report compared to the last report ten years ago.

4. Dean's Announcements.

Budget: Acting Associate Dean Stephen L. Carr asked the council to explore options for reducing the budget, considering the 30% cut forthcoming, without sacrificing undergraduate education or the reputation of our institution. Also consider ways to generate revenue; contemplate where we want to be in five years; and how can we do more with less? These issues will be revisited at the next council meeting.

5. New business. There was no other business and meeting was adjourned.

**Dietrich School of Arts and Sciences
Undergraduate Council
Minutes from the Thursday, March 1, 2012 Meeting**

In attendance: John Twyning (chair), Elizabeth Taylor (secretary), Sourav Bhattacharya, Janelle Greenberg, Adriana Helbig, Margaret Judd, Judy McConnaha, Richard Moreland, Michael Morrill, Anna Vainchtein, Thomas Jabro, Jacob Robbins, Alexander Zimmerman

Not attending: Jeffrey Hildebrand, Anne Weis, Abdul Ahmed, Pooja Patel

1. Minutes

Minutes from the meeting December 6, 2011 were approved.

2. New Business

Existing courses approved to fulfill General Education Requirements

CHIN 0085 Revolution, Involution, and Identity in Modern Chinese Culture – Approved to fulfill the Non-Western Culture requirement

HIST 1019 Cities in Historical Perspective – Approved to fulfill the Historical Change and Foreign Culture/International – Global requirements

**Dietrich School of Arts and Sciences
Planning and Budgeting Committee
Minutes from the March 12, 2012 Meeting**

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Acting Associate Dean Steve Carr, Associate Dean John Twyning, Senior Director of Undergraduate Studies Judith McConnaha, Director of Communications Carol Mullen, Assistant Dean Barbara Vattimo, Professors David Waldeck, Randall Walsh, and James Cassing, and Staff Representatives Elizabeth Conforti and Georgia Spears, Student Representatives Chris Myers.

NOT ATTENDING: Associate Dean W. Richard Howe, Interim Associate Dean Cristina Ruggiero, Professors Andrew Weintraub (on sabbatical), Stephen Weber, and Jerome Branche, Staff Representative Mary Beth Conroy, and Student Representatives Julia Bursten.

1. Minutes of the meeting held on February 20, 2012

Dean Cooper presented the minutes of the meeting held on February 20, 2012. Staff Representative Elizabeth Conforti moved that the minutes be accepted, Student Representative Chris Myers seconded the motion, and the minutes were unanimously approved.

2. Dean's Report

Dean Cooper announced that Rami G. Melhem (Computer Science), B. Guy Peters (Political Science), and Stephen G. Weber (Chemistry) were recipients of the 2012 Provost's Award for Excellence in mentoring.

3. Report on the Budget (Dean N. John Cooper)

Dean Cooper advised that there has been no change in the budget prospects, and he does not anticipate any changes in the near future.

4. Review of departmental resource conservation memos

Dean Cooper summarized orally his draft response to the Provost's January 6, 2012 Resource Conservation memo. He described key points to be presented in his reply to the Provost. The Committee contributed extensively on the summary, and consensus emerged on a number of the more debatable points.

5. Voluntary Support section of Strategic Planning Document

Dean Cooper pointed out where he had made some changes to this section of the planning document, and this section was approved.

6. Graduate Diversity section of Strategic Planning Document

Acting Associate Dean Steve Carr summarized this section of the planning document and mentioned that there were a number of changes from last year's strategic plan. A discussion took place about introducing other departments or programs into the Hot Metal Bridge Program, and the process for doing so. The section was approved.

7. Other Business

With no further business the meeting adjourned at 2:22 p.m.