

The DIETRICH School of Arts & Sciences Gazette

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Dietrich School of Arts and Sciences Council Minutes from the November 5, 2013 Meeting

In Attendance: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp (Vice Chair), Associate Dean for Graduate Studies and Research Kathleen Blee, Associate Dean for Undergraduate Studies John Twyning, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Professors Mark Abbott, Daniel Balderston, David Bartholomae, Lisa Brush, Kathleen Musante, and Jean-François Richard, Lecturers Kathleen Allen and Geeta Kothari

Not in Attendance: Professors Kay Brummond, Carol Colby, Paul Glabicki, Gordon Mitchell, Stephen Manuck, and Scott Morgenstern, Lecturer George Bandik, and Undergraduate Student Representatives Brandon Benjamin and Nuwan Perera

1. Minutes of the meeting held on October 7, 2013

Dean Cooper presented a draft of the minutes of the meeting held on October 7, 2013. The minutes were moved, seconded, and approved.

2. Dean's Report (Dean N. John Cooper)

The Dean welcomed new NTS Representatives Kathleen Allen (Senior Lecturer, Anthropology) and Geeta Kothari (Senior Lecturer, English), and reviewed the slate to be presented at the Full Faculty Meeting on November 6 for the upcoming Nominating Committee election. The Dean reported that an impressive four of eight Pittsburgh Symphony Orchestra's Composers of the Year had Dietrich School affiliations: Bomi Jang (Ph.D. student), Mathew Rosenblum (former Chair and Professor), Reza Vali (Ph.D. graduate), and Amy Williams (Assistant Professor). Professor Daniel Balderston commented on the high quality of the recent Jazz Seminar performance, directed by Professor Geri Allen.

3. Result of Faculty Grants Committee election (Dean N. John Cooper)

Dean Cooper announced the faculty elected to the Faculty Grants Committee during the October 7th Council meeting: David Brumble (English), Francesca Savoia (French and Italian), Daniel Berkowitz (Economics), Rob Ruck (History), and German Barrionuevo (Neuroscience).

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

Associate Dean John Twyning reported that the Dietrich School Undergraduate Council met on October 8, 2013, and approved a revision to the Actuarial Mathematics BS to set the required grade for the entry level course to a B or better to declare the major. Undergraduate Council also reviewed a proposal to address the issue of low returns for online OMETS; existing recommendations were modified and new recommendations were added. The existing SPAN 1280 Survey of Latin American Literature course was approved to fulfill a General Education Requirement in Literature.

Undergraduate Council met again on October 22, 2013, and approved existing courses as fulfilling General Education Requirements:

- PS 1503 International Organization
 - Foreign Culture/International – Global
- PS 1514 Political Strategy in International Relations
 - Quantitative and Formal Reasoning
- PS 1674 Politics of Global Inequality
 - Social Science
 - Foreign Culture/International – Comparative
 - Foreign Culture/International – Global

The proposal for actions to maintain or increase participation in OMET surveys was brought back to Undergraduate Council. Associate Dean Twyning pointed out that the OMET surveys provide valuable feedback about instructor performance and class materials and offer students an opportunity to communicate their experience in the class. OMETS are used in annual performance appraisals, contract renewals, career development, tenure

and promotion cases, and finding and securing employment. Provisions of the proposal include a School level opt-out system for Instructors, designation each semester of a two-week time period during which one class day would be designated to complete the survey, an announcement to students of the Instructor's intention to provide time during class to complete surveys on the designated day, and the opportunity for instructors to make arrangements to leave the room while students take the survey. Undergraduate Council approved the proposal. After Associate Dean Twyning completed his report, Dean Cooper reminded members of Council that approval of the report would also endorse the proposal. Some members expressed concern about a lack of understanding by students of the importance of OMETS. Professor Balderston suggested a standardized statement from the Dean that would explain the value of the surveys, and the Dean agreed.

The report was moved, seconded, and approved.

5. Report from Dietrich School Graduate Council (Associate Dean Kathleen Blee)

Associate Dean Kathleen Blee reported that Graduate Council has not met since the last meeting of the Dietrich School Council. During October and November, members of the Graduate Council are working in teams to review the TA/TF training policies and practices in the departments of History and Philosophy of Science, Psychology, and Neuroscience. Prior to beginning these reviews, all team members and the Associate and Assistant Deans of Graduate Studies met to coordinate the expectations for reviews across these departments.

The report was moved, seconded, and approved.

6. Dual Career Hiring Program (Dean N. John Cooper)

The Dean reported that the Council of Deans recently approved a set of guidelines for a dual-career hiring program that has been adopted by the Provost. Schools have been asked to establish a contact person for dual-career hiring collaborations across the University. The standardized model will follow procedures for Visiting Faculty appointments for up to three years and will be funded 1/3 by the Provost, 1/3 by the school hiring the target faculty member, and 1/3 by the school hiring the partner.

7. Other Business

With no other business, the meeting was adjourned at 3:52 p.m.

**Dietrich School of Arts and Sciences
Undergraduate Council
Minutes from the November 12, 2013 Meeting**

In attendance: John Twyning (chair), Elizabeth Taylor (secretary), Jeff Aziz, Frank Beatrous, Rosemary Capo, Janelle Greenberg, Jeffrey Hildebrand, Andrew Lotz, Melanie Popa, Burcu Savun, Anne Weis, Akshaya Arjunan, Nuwan Perera, Simrath Randhawa, Enoch Tse, Judy McConnaha (ex officio)

Not attending: Phil Smith, Cecile Sun, Christel Temple

1. Minutes

Minutes from the meeting of October 22, 2013 were approved.

2. New Business

Twyning updated Dietrich School-UC about assessment and informed members that the next step in the General Education Requirement assessment will be to review unused and low-use courses.

Twyning informed Dietrich School-UC that their recommendations for OMET participation were approved.

Dietrich School-UC discussed results of the Ampco-Pittsburgh Prize nominee dossiers and agreed with the selection of the Department of Economics advisors, Jane Wallace and Katherine Wolfe.

Twyning informed Dietrich School-UC that distribution of meeting materials will be done via Box.

Existing courses approved to fulfill General Education Requirements

THEA 0825 Contemporary Global Stages

- The Arts

ENGLIT 0620 The Graphic Novel

- Literature

ENGLIT 0550 Introduction to Popular Culture

- Literature

ENGLIT 0562 Childhood's Books

- Literature
- Historical Change

ENGLIT 1001 Interactive Literature

- Second Course in Literature, the Arts, or Creative Expression

ENGLIT 1128 Women in Shakespeare

- Second Course in Literature, the Arts, or Creative Expression

ENGLIT 1220 Emergence of Modern America

- Second Course in Literature, the Arts, or Creative Expression
- Historical Change

ENGLIT 0630 Sexuality and Representation

- Historical Change

ENGLIT 1125 The Renaissance in England

- Second Course in Literature, the Arts, or Creative Expression
- Historical Change

ENGLIT 0655 Representing Adolescence

- Literature

ENGLIT 1350 Postmodern Literature

- Second Course in Literature, the Arts, or Creative Expression
- Historical Change

HAA 0160 / CLASS 0400 Ancient Empires

- The Arts
- Second Course in Literature, the Arts or Creative Expression
- Historical Change
- Foreign Culture/International – Comparative
- Non-Western Culture

HAA 0520 Art and Politics in Latin America

- The Arts
- Historical Change
- Foreign Culture/International – Regional
- Non-Western Culture

ENGLIT 1199 London Across History, Literature, and Film

- Literature

Dietrich School of Arts and Sciences Planning and Budgeting Committee

Minutes from the November 19, 2013 Meeting

In Attendance: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twyning, Associate Dean of the College of General Studies Cristina Ruggiero, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Assistant Dean for Business Barbara Vattimo, Director of Communications Carol Mullen, Senior Director of Undergraduate Studies Judith McConnaha, Professors Luca Rigotti, Nathaniel Rosi, David Waldeck, and Andrew Weintraub, Lecturers Anthony Bledsoe, Anthony Novosel, and Brett Wells, and Staff Representative Linda Howard

Not in Attendance: Associate Dean for Graduate Studies and Research Kathleen Blee, Associate Dean for Administration Dick Howe, Professors Daniel Balderston, Scott Morgenstern, Staff Representatives Mary Beth Conroy and Karen Lillis, and Graduate Student Representative John Trenton

1. Minutes of the meeting held on September 24, 2013

Dean Cooper presented the draft of the minutes of the meeting held on September 24, 2013. The minutes were moved, seconded, and approved.

2. Dean's Report (Dean N. John Cooper)

The Dean introduced new NTS Representatives Tony Novosel (Senior Lecturer, History), Tony Bledsoe (Lecturer, Biological Sciences), and Brett Wells (Senior Lecturer, French and Italian). He reported that an impressive four of eight Pittsburgh Symphony Orchestra's Composers of the Year had Dietrich School affiliations: Bomi Jang (Ph.D. student), Mathew Rosenblum (former Chair and Professor), Reza Vali (Ph.D. graduate), and Amy Williams (Assistant Professor). Susan Andrade and Jonathan Arac were selected for the 2013-14 Core Fulbright U.S. Scholar grants. David Bartholomae was named the 2013 Pennsylvania Professor of the Year. David Waldeck was the 2013 recipient of the American Chemical Society Pittsburgh Award.

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

The Dean reported that although the Commonwealth appropriation is relatively stable, the operational budget has not improved and continues to be financially constrained.

4. Dual Career Hiring Program (Dean N. John Cooper)

The Dean reported that the Council of Deans recently approved a set of guidelines for a dual-career hiring program. The standardized model will follow procedures for Visiting Faculty appointments of duration up to three years and will be funded 1/3 by the Provost, 1/3 by the school hiring the target faculty member, and 1/3 by the school hiring the partner. Schools have been asked to establish a contact person for dual-career hiring collaborations across the University.

5. Introduction to role of strategic planning (Dean N. John Cooper)

Dean Cooper explained to members that each spring the PBC is charged with creating the planning document, a valuable five-year plan of strategies to accomplish identified goals of the Dietrich School.

6. Review of last year's plan (Dean N. John Cooper)

Dean Cooper reviewed the mission and vision statements and the strategic priorities of the FY 2014 Planning Document with the PBC. He explained that some priorities are constant, such as recruitment, while others arise from transitory circumstances, such as restructuring staff because of the Voluntary Early Retirement Program.

7. Review of this year's instructions (Dean N. John Cooper)

The Dean discussed with members the instructions given by the Provost's Office for the FY 2015 Planning Document. He pointed out some changes in formatting requirements, along with advised emphasis on certain topics.

8. Other Business

With no other business, the meeting was adjourned at 3:50 p.m.

Dietrich School of Arts and Sciences Planning and Budgeting Committee Minutes from the January 9, 2014 Meeting

In Attendance: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twyning, Associate Dean for Graduate Studies and Research Kathleen Blee, Associate Dean of the College of General Studies Cristina Ruggiero, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Director of Communications Carol Mullen, Professors Daniel Balderston, Luca Rigotti, Nathaniel Rosi, David Waldeck, and Andrew Weintraub, Lecturers Anthony Novosel and Brett Wells, Staff Representatives Linda Howard and Karen Lillis, and Graduate Student Representative John Trenton

Not in Attendance: Associate Dean for Administration Dick Howe, Assistant Dean for Business Barbara Vattimo, Senior Director of Undergraduate Studies Judith McConnaha, Professor Scott Morgenstern, Lecturer Anthony Bledsoe, and Staff Representative Mary Beth Conroy

1. Minutes of the meeting held on November 19, 2013

Dean Cooper presented the draft of the minutes of the meeting held on November 19, 2013. The minutes were moved, seconded, and approved.

2. Dean's Report (Dean N. John Cooper)

The Dean reported that Professors James Bogen (History and Philosophy of Science) and Jeffrey Brodsky (Biological Sciences) were named as American Association for the Advancement of Science (AAAS) Fellows.

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

The Dean reported that the operational budget is stable at a reduced level. The University is moving towards a paperless system for tenure and promotion cases. Professor Balderston inquired about current use of paperless graduate admission systems, and Associate Dean Blee clarified that selected departments in the Dietrich School do use paperless admission systems.

Dietrich School of Arts and Sciences
Graduate Council
Minutes from the January 17, 2014 Meeting

4. Review of draft skeleton of Executive Summary section of Planning Document (Dean N. John Cooper)

Dean Cooper reviewed with the Committee the draft skeleton of the executive summary section of the Planning Document, including the mission statement, vision statement, and strategic priorities, that will function as an outline for creating text for the remainder of the document. The Dean pointed out areas that would be updated after the other sections are completed, such as the table of contents. With the understanding that the executive summary section would require updating, the Committee endorsed the draft language of the section.

5. Review of draft of Staff Redesign, Reorganize, and Restructure section of Planning Document (Dean N. John Cooper)

Dean Cooper asked Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard to lead discussion of the draft of the staff section of the FY2015 Planning Document. Executive Director Colvard reviewed School-wide staff restructuring strategies implemented after the Voluntary Retirement Program (VERP), progress made over the past year, and goals for the upcoming year. She went on to explain the outcome of the new staff appraisal system and announced some adjustments made to the system for the upcoming year. Executive Director Colvard completed her report with an overview of strategies to reduce manual work through technology.

6. Other Business

Professor Balderston raised the issue of supervision by the Office of the Dean of staff who serve multiple departments, and expressed a preference for Chairs to play that role. Executive Director Colvard explained that the current system was created in an effort to streamline supervision. Dean Cooper agreed to place the topic on the next PBC agenda.

Professors Balderston and Waldeck suggested modifying the wording of some strategies to reflect measurable outcomes.

With no other business, the meeting was adjourned at 1:57 p.m.

In Attendance: Kathleen Blee, Jerome Branche, Jessica Isaac, Margaret Judd, Edouard Machery, Linda Rinaman

Not in Attendance: Adam Brode, Lillian Chong, Emma Freeman, Kristin Kanthak, Kathryn LeCroy, Aisha Upton, Andrew Zentner

1. Review of December 17, 2013 minutes

Minutes approved by the Council as submitted.

2. Dean's Announcement

The Associate Dean for Graduate Studies is working on TA/TF allocations for AY15. There has been a significant undergraduate enrollment shift that will necessitate some shifts in allocations.

3. Instructional Improvement

SERU data indicates some issues with undergraduate satisfaction with graduate student instruction at Pitt as compared to other research universities. The Dietrich School is working with six departments with the largest number of large enrollment courses to improve instruction and undergraduate satisfaction. The Dietrich School is also launching a TA Optimization Project with six departments that have a large number of TAs.

4. Report on Psychology TA/TF training report

Council reviewed the subcommittee's draft report on the TA/TF training review in Psychology. The report encouraged the department to formalize expectations for TA/TFs and continue discipline-specific pedagogical training. The Council agreed to accept the report with minor changes.

5. OMET surveys

OMET participation has declined since surveys are no longer distributed on paper. The Undergraduate Council passed a new set of procedures that go into effect immediately. All graduate student instructors in labs, recitations, or their own courses will be evaluated using an on-line survey administered during a set block of class time. Council members expressed concern about the effects of having students bring laptops to class to

complete the surveys and about the quality of comments when students are completing the surveys on their phones. The Council reviewed the base OMET survey and suggested minor clarifications [which the Associate Dean subsequently reported to CIDDE].

**Dietrich School of Arts and Sciences
Planning and Budgeting Committee
Minutes from the January 27, 2014 Meeting**

In Attendance: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twyning, Associate Dean for Graduate Studies and Research Kathleen Blee, Associate Dean of the College of General Studies Cristina Ruggiero, Associate Dean for Administration Dick Howe, Assistant Dean for Business Barbara Vattimo, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Director of Communications Carol Mullen, Professors Daniel Balderston, Scott Morgenstern, Luca Rigotti, Nathaniel Rosi, David Waldeck, and Andrew Weintraub, Lecturers Anthony Bledsoe, Anthony Novosel, and Brett Wells, Staff Representative Linda Howard, and Graduate Student Representative John Trenton

Not in Attendance: Senior Director of Undergraduate Studies Judith McConnaha and Staff Representatives Mary Beth Conroy and Karen Lillis

1. Minutes of the meeting held on January 9, 2014
Dean Cooper presented the draft of the minutes of the meeting held on January 9, 2014. The minutes were moved, seconded, and approved.

2. Dean's Report (Dean N. John Cooper)
The Dean reported that University of Pittsburgh senior David Palm (Chemistry, History and Philosophy of Science, Chemical Engineering) was awarded a Churchill Scholarship, and that artwork of Professor Paul Glabicki (Studio Arts) is currently featured in a solo show at the Kim Foster Gallery in New York.

The Dean announced the creation of the Discipline Based Science Research Education Center (dB-SERC) with Professor Chandralekha Singh (Physics and Astronomy) as its founding Director. Inaugural events for dB-SERC will take place on Thursday, January 30,

2014, and will include a keynote address by Nobel Prize-winning physicist Carl Wieman (Stanford).

The Dean discussed initiatives to establish undergraduate student exchange programs and graduate education and research collaborations in disciplines including Hispanic Languages, History, and Neuroscience, that he explored during a recent trip to King's College London, University College London, University of Cambridge, and Birkbeck College.

3. Report on the Budget (Dean N. John Cooper)
The Dean reported that the operational budget is stable at a reduced level and the first indicator with respect to next year's budget will come when the Governor announces his proposed budget during the first week of February.

4. Revised directions for Planning Document format (Dean N. John Cooper)
Tabled.

5. Discussion Item: Cross-departmental supervision of Staff
Dean Cooper asked Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard to lead a conversation on a returning item on cross-departmental supervision of staff.

Executive Director Colvard explained that significant shifts in staffing structure caused by recent reductions in staffing produced a need for streamlined supervision to ensure consistent expectations within legal, ethical, and professional boundaries and to provide opportunities for professional development. Specific supervisory goals include:

- standardizing expectations of staff in similar positions, both within and across departments;
- providing more consistent appraisal of staff performance;
- ensuring staff are being appropriately utilized at their classification level and within their exemption status;
- providing a stronger support network to ensure staff are not being asked to perform functions and tasks that are not professionally appropriate;
- providing a single supervisor in cross-departmental collaborations who can serve as a neutral party to

mediate issues or otherwise be empowered to manage issues in all departments served;

- ensuring backup staffing is in place to cover significant events such as leave, illness, and termination and during peak busy times;
- creating teams of staff members that can more effectively be used at capacity than many individuals reporting to different people;
- improving our ability to develop staff members' careers; and
- ensuring supervisors have appropriate training for:
 - legal issues,
 - compensation and classification issues,
 - performance evaluation, and
 - staff development.

Executive Director Colvard then reviewed the cross-departmental appraisal system examined by the Committee at its January 23, 2013 meeting. This appraisal system seeks input from all departments that an employee may serve, including feedback from "functional experts" whose expertise falls within regular professional functions of the staff member.

Professor Daniel Balderston (Hispanic) explained that his Department is a part of a pod of six departments that share the support of staff members who are supervised by Executive Director Colvard in the Dean's Office, and expressed a preference for staff members to be directly supervised by a designated Chair from one of the departments within the pod. Executive Director Colvard pointed out that daily management of shared staff occurs at the department level; supervision occurs outside the pod to ensure that issues specific to each department are given comparable priority and to maintain confidentiality where appropriate. Supervision could occur within the group if all Chairs are in agreement that the chosen supervisor is empowered to deal with issues across all departments. After significant discussion ensued, Dean Cooper reminded the Committee that the PBC is an advisory group to the Dean on School matters and that personnel matters are not determined at the School level but by Human Resources. Dr. Balderston wanted to propose a motion on this topic, but the Dean ruled that a motion from the floor would be out of order on a discussion item. He indicated that he would include a motion at the next meeting provided it was in writing and could be circulated, with associated materials, to all members ahead of the next meeting.

6. Draft of Planning Document section on Voluntary Support (Dean N. John Cooper)
Tabled.

7. Other Business

With no other business, the meeting was adjourned at 3:05 p.m.

**Dietrich School of Arts and Sciences
Undergraduate Council
Minutes from the January 30, 2014 Meeting**

In attendance: John Twyning (chair), Elizabeth Taylor (secretary), Jeff Aziz, Frank Beatrous, Jeffrey Hildebrand, Andrew Lotz, Phil Smith, Christel Temple, Anne Weis, Nuwan Perera, Judy McConnaha (ex officio)

Not attending: Rosemary Capo, Janelle Greenberg, Melanie Popa, Cecile Sun, Akshaya Arjunan, Simrath Randhawa, Enoch Tse

1. Minutes

Minutes from the meeting of November 12, 2013 were approved.

2. New Business

Twyning introduced the requirements for a student to transfer from the College of General Studies to the Dietrich School. He proposed lowering the minimum number of credits a student must complete before transfer from 24 credits to 12 credits. Dietrich School-UC approved the change.

Twyning introduced two documents that list General Education courses that have historically low enrollment or have not been offered for at least five years. He asked Dietrich School-UC to review the lists and informed them that the lists will need to be refined. Dietrich School-UC will discuss the lists in greater detail later in the spring term.

Revisions to existing majors

Italian Language and Literature major
Italian Studies major
English Writing major

Existing courses approved to fulfill General Education Requirements

ENGLIT 1135 Early Modern Literatures in English
• Second Course in Literature, the Arts, or Creative Expression

- Historical Change

ENGLIT 1150 Enlightenment to Revolution
• Second Course in Literature, the Arts, or Creative Expression

- Historical Change

ENGLIT 1170 The Romantic Period
• Second Course in Literature, the Arts, or Creative Expression

- Historical Change

ENGLIT 1175 19th Century British Literature
• Second Course in Literature, the Arts, or Creative Expression

- Historical Change

ENGLIT 1200 American Literature to 1860
• Second Course in Literature, the Arts, or Creative Expression

- Historical Change

ENGLIT 1325 The Modernist Tradition
• Second Course in Literature, the Arts, or Creative Expression

- Historical Change

ENGLIT 1645 Critical Approaches to Children's Literatures
• Second Course in Literature, the Arts, or Creative Expression

- Historical Change

MUSIC 1325 Music, Culture, and Technology
• The Arts
• Historical Change

THEA 0804 Theatre and Collaboration
• Second Course in Literature, the Arts, or Creative Expression

COMMRC 1116 Rhetoric of American Counterculture
• Writing-intensive

FR 1053 Global French

- Writing-intensive

AFRCNA 1310 Cultures of Africa

- Social Science
- Foreign Culture/International – Regional
- Non-Western Culture

AFRCNA 0787 Black Consciousness

- Philosophy
- HIST 0150 Making of Modern Ireland
- Historical Change
 - Foreign Culture/International – Regional
- HIST 0430 Japan and the West
- Historical Change
 - Foreign Culture/International – Regional
 - Non-Western Culture

**Dietrich School of Arts and Sciences
Planning and Budgeting Committee
Minutes from the February 5, 2014 Meeting**

In Attendance: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twyning, Associate Dean for Graduate Studies and Research Kathleen Blee, Associate Dean for Administration Dick Howe, Assistant Dean for Business Barbara Vattimo, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Director of Communications Carol Mullen, Senior Director of Undergraduate Studies Judith McConnaha, Professors Daniel Balderston, Scott Morgenstern, and Andrew Weintraub, Lecturers Anthony Bledsoe, Anthony Novosel, and Brett Wells, Staff Representatives Linda Howard and Karen Lillis, and Graduate Student Representative John Trenton

Not in Attendance: Associate Dean of the College of General Studies Cristina Ruggiero, Professors Luca Rigotti, Nathaniel Rosi, and David Waldeck, and Staff Representative Mary Beth Conroy

1. Minutes of the meeting held on January 27, 2014

Dean Cooper presented the draft of the minutes of the meeting held on January 27, 2014. The minutes were moved, seconded, and approved.

2. Dean's Report (Dean N. John Cooper) Tabled.

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

The Governor's budget proposal was presented on February 4, 2014. Consistent with media expectations, the proposal does not suggest further budget reductions in higher education.

4. Motion: Cross-departmental supervision of Staff

The Dean brought to the Committee a motion formally proposed by Professor Dan Balderston (Hispanic) and distributed to PBC members prior to the meeting:

Staff supervision for departments and programs in the Dietrich School should be done by the chair of the department and/or program. If the staff serves more than one department or program, the relevant chairs should choose one of their number to carry out this function for a multi-year period. The tasks include annual performance appraisals, time records, and optimization of staff time and resources. The Dietrich School Executive Director for Staff and Organizational Development are valuable resources for the training of and advising chairs to best meet these functions.

The Dean reviewed a memo he had provided to the Committee providing contextual information on current processes and explaining his concerns that the language of the motion was overly general, in that multiple arrangements already in place and working well would not be accord with this motion, and overly restrictive, in that it would limit opportunities for creative restructuring of staff responsibilities.

After extensive discussion, Professor Balderston moved to table his motion, and the Committee agreed.

5. Revised directions for Planning Document format (Dean N. John Cooper)

The Dean reported that he was given permission by the Provost's Office to include a fourth column in the formatting of the Planning Document to present more clearly past, present, and future plans for the School.

6. Draft of Planning Document section on Voluntary Support (Dean N. John Cooper)

The Dean led a review of the draft of the Voluntary Support section, emphasizing how critically important endowment support arising through fundraising campaigns are enabling the University to compete with private institutions. He reported that a matching program has been approved for presentation to the Dietrich Foundation to increase gifts to fund scholarship support. Dean Cooper reviewed recent improvements in the annual fund and the role of legacy funds in simplifying fundraising. He reported that alternative modes of contact are being tested to compensate for declines in landline telephone use. Senior Lecturer Tony Novosel

(History) and Staff Representative Karen Lillis (Cultural Studies/Women's Studies) reported successes using social media as a means for Departments and Programs to communicate with alumni.

The report was moved, seconded, and approved.

7. Draft of the Planning Document section on Diversity (Associate Dean Kathleen Blee)

Dean Cooper stated that Associate Dean Kathleen Blee had accepted responsibility to form an ad hoc Dietrich School Diversity Committee charged with addressing diversity issues within the School. He had asked that she draft the diversity section of the Planning Document.

Associate Dean Blee presented the PBC with a draft of the diversity section of the Planning Document, detailing efforts to recruit and retain diverse faculty members, graduate students, and undergraduate students. Initiatives, such as faculty mentoring, the Hot Metal Bridge Program, the K. Leroy Irvis Program, and undergraduate peer advising are being used to reduce the gap between recruitment and retention of underrepresented minority groups and that of the University community as a whole.

Professor Dan Balderston expressed concern about US Latinos being excluded from the K. Leroy Irvis Program. Dean Cooper agreed that this should be raised within appropriate areas of the University. Dean Cooper suggested adding information regarding the diversity task force and possibly benchmark data. With the understanding that these changes would be forthcoming, the draft of the diversity section was moved, seconded, and approved.

8. Other Business

With no other business, the meeting was adjourned at 1:11 p.m.