

The DIETRICH School of Arts & Sciences Gazette

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**Dietrich School of Arts and Sciences
Graduate Council
Minutes from the February 11, 2014 Meeting**

In Attendance: Kathleen Blee, Adam Brode, Lilian Chong, Jessica Isaac, Margaret Judd, Kristin Kanthak, Kathryn LeCroy, Edouard Machery, Linda Rinaman, Aisha Upton, Andrew Zentner

Not in Attendance: Jerome Branche, Emma Freeman

1. Review minutes from January 17, 2014

Minutes approved by the Council as submitted.

2. Placement survey preview

Members reviewed the placement survey to go out on February 12 and offered final suggestions. There was a suggestion that the Dietrich School publicize the results of the survey.

3. TA Optimization Project

An ad hoc group is developing ideas to strengthen instruction by TAs. Council recommended that a plan for assessment be included to evaluate the outcomes of any changes. Members supported the expansion of the TA/TF Mentor role and the inclusion of TAs in this effort.

4. IDP Project

NIH is requiring Individual Development Plans (IDPs) for all graduate students on grants and projects that receive NIH funded. A committee has been working on a template for IDPs at Pitt, initially for students in the natural sciences. This will later be available to students in all disciplines.

5. Ideas for AY15 Professional Socialization Workshops

Council members brainstormed ideas for workshops next year, including workshops on public funding sources, integrating teaching and research, fellowship applications, and etiquette. Since the parenting workshop has been requested frequently, the GSO is going to offer a work-life balance panel during the 2014 Grad Expo.

**Dietrich School of Arts and Sciences
Planning and Budgeting Committee
Minutes from the March 3, 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, Assistant Dean for Business Barbara Vattimo, Senior Director of Undergraduate Studies Judith McConnaha, Professors Daniel Balderston, Scott Morgenstern, Luca Rigotti, Nathaniel Rosi, David Waldeck, and Andrew Weintraub, Lecturers Anthony Bledsoe and Anthony Novosel, Staff Representative Linda Howard Karen Lillis, and Graduate Student Representative John Trenton

Not in Attendance: Associate Dean for Administration Dick Howe, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Director of Communications Carol Mullen, Lecturer Brett Wells, and Staff Representatives Mary Beth Conroy and Karen Lillis

1. Minutes of the meeting held on February 26, 2014

Dean Cooper presented the draft of the minutes of the meeting held on February 26, 2014. The minutes were moved, seconded, and approved.

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

The Dean reported that Department Administrator Christine Metil (Slavic Languages and Literatures) is a winner of the 2014 Chancellor's Awards for Staff Excellence in Service to the University and to the Community.

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

The Dean reported that the operational budget is stable at a reduced level.

4. Draft of the Planning Document sections (Dean N. John Cooper)

The Dean reviewed with the Committee Planning Document sections on Departmental Strategic Planning and Reallocation Analysis, and subsections within the Faculty and the Undergraduate Programs sections. All sections and subsections were moved, seconded, and approved.

It was agreed that the Committee had now approved drafts of all sections of the Planning Document. There were minor additions and corrections to be made to multiple sections, and the Dean proposed, and the Committee agreed, that the final text of the Document could be circulated electronically the next week for final approval without using the meeting scheduled for March 11th.

Note: The final draft was circulated on March 10, 2014, and approved by the Committee. The final version was submitted to the Provost on March 11, 2014.

5. Other Business

With no other business, the meeting was adjourned at 2:41 p.m.

These minutes were approved electronically by members of the Committee on April 11, 2014.

Dietrich School of Arts and Sciences
Undergraduate Council
Minutes from the March 7, 2014 Meeting

In Attendance: John Twyning (chair), Elizabeth Taylor (secretary), Jeff Aziz, Rosemary Capo, Andrew Lotz,

Melanie Popa, Phil Smith, Cecile Sun, Anne Weis, Enoch Tse, Judy McConnaha (ex officio)

Not attending: Frank Beatrous, Janelle Greenberg, Jeffrey Hildebrand, Christel Temple, Akshaya Arjunan, Nuwan Perera, Simrath Randhawa

1. Minutes

Minutes from the meeting of February 11, 2014 were approved.

2. New Business

Dietrich School-UC reviewed and approved unanimously a proposal to revise the Music major and minor.

Dietrich School-UC reviewed and approved unanimously a proposal to revise the Chinese major.

Existing courses approved to fulfill General Education Requirements

ITAL 0088 Italian America on Screen

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

GER 1512 German Literature and European Philosophy: Goethe's Faust

- Second Course in Literature, the Arts, or Creative Expression
- Foreign Culture/International – Regional

Dietrich School of Arts and Sciences Council
Minutes from the April 4, 2014 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, David Bartholomae, Kay Brummond, Lisa Brush, Carol Colby, Paul Glabicki, Stephen Manuck, Lester Olson, and Jean-François Richard, Lecturers Kathleen Allen and Geeta Kothari, Graduate Student

Representative Woden Kusner, and Undergraduate Student Representative Ryan Orr

Not in Attendance: Professors Daniel Balderston, Scott Morgenstern, and Kathleen Musante, Lecturer George Bandik, Graduate Student Representative David Bisaha, and Undergraduate Student Representative Robert Sica

1. Minutes of the meeting held on March 5, 2014

Dean Cooper presented a draft of the minutes of the meeting held on March 5, 2014. The minutes were moved, seconded, and approved.

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

The Dean reported that undergraduate student Emily Crabb (Physics and Astronomy; Engineering) was named a 2014 Barry M. Goldwater Scholarship winner. Professors Marcia Landy (English), Stephen Manuck (Psychology), and Allan Sampson (Statistics) are the 2014 recipients of the Provost's Award for Excellence in Mentoring. Professor Yona Harvey (English) won the Kate Tufts Discovery Award for her book *Hemming the Water*. Graduate student Mark Visco (Psychology) is the first place winner of Thrill Mill's \$25,000 investment start-up. Alumna Jane Allred (English) is the inaugural recipient of the Kenneth P. Dietrich School of Arts and Sciences Distinguished Alumni Award.

3. Report on Election Results (Dean N. John Cooper)

The Dean reported the results of the recent election of members to Dietrich School and related councils, committees, and boards:

- Dietrich School Council
 - o Renate Blumenfeld-Kosinski (French & Italian)
 - o Jeffrey Newman (Physics & Astronomy)
 - o Michael Goodhart (Political Science)
 - o Katherine Wolfe (Economics); 3-year term
 - o Angela Athanas (Mathematics); 2-year term
 - o Gretchen Bender (HAA); 1-year term
- Dietrich School Undergraduate Council
 - o Gonzalo Lamana (Hispanic)
 - o Bitia Moghaddam (Neuroscience)
 - o Larry Glasco (History)
 - o Andrew Lotz (Political Science); 3-year term

- o Valerie Oke (Biological Sciences); 2-year term
- o Brett Wells (French & Italian); 1-year term

- Dietrich School Graduate Council
 - o Ron Zboray (Communication)
 - o Susan Sesack (Neuroscience)
 - o Jackie Smith (Sociology)
- College of General Studies Council
 - o Kenneth Batista (Studio Arts)
- University Council on Graduate Study
 - o Kirk Savage (HAA)
- Honors College Advisory Board
 - o Paolo Palmieri (HPS)
 - o Panos Chrysanthis (Computer Science)
 - o Anibal Perez-Linan (Political Science)
- Academic Integrity Review Board
 - o Rachel Kranson (Religious Studies)
 - o Nancy Pfenning (Statistics)
 - o Alan Juffs (Linguistics); alternate
 - o Irina Livezeanu (History); alternate
- Dietrich School Planning and Budgeting Committee
 - o Anne Weis (HAA)
 - o Svitlana Maksymenko (Economics); 3-year term
 - o Tony Bledsoe (Biological Sciences); 2-year term
 - o Jeffrey Oaks (English); 1-year term

The proposed amendment to the Dietrich School Bylaws and governance documents to change the working titles of Lecturer and Lecturer/Master Teacher to Lecturer I and Lecturer II passed 204 to 9 with 47 abstentions.

In response to a question, the Dean reminded members that, as discussed in the October 7th meeting, the divisional rotation of NTS elections was formulated to reduce the likelihood that a new NTS and a new TTS member from the same division would be added to a given committee in the same year.

4. Update on the Budget (Dean N. John Cooper)

The Dean reported that overall undergraduate enrollments in the Dietrich School declined this year. There are a variety of factors involved, including increased transfers to other schools on the Oakland

campus. School transfers are designed into some of the professional programs, such as Pharmacy, but he is concerned that the Dietrich School not become a back door to other schools with direct freshman recruiting, such as Engineering, since students who start with us but would rather be in Engineering have a high attrition rate. One margin on which the School is working to increase enrollments is to improve student retention, especially Freshman-to-Sophomore retention and retention of external transfers to the University. A key step with the latter group is to engage them with departmental advisors as soon as possible.

Some members enquired with concern about whether there might be additional staff budget reductions. The Dean assured Council that he would oppose any efforts to reduce staff budgets further, especially as we continue to work on the implementation of cluster staffing of some departments.

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

Associate Dean John Twyning reported that due to unforeseen circumstances, the March 24th meeting was cancelled and the Dietrich School Undergraduate Council has not met since the last Council meeting. He provided a brief update on OMETs, and Undergraduate Student Representative Ryan Orr confirmed that the Student Government Board expects to present to Dietrich School Undergraduate Council in the Fall Term its initiative to publish OMETs.

The report was moved, seconded, and approved.

The following addition to the Dietrich School Undergraduate Council report was approved electronically by Dietrich School Council members on April 11, 2014.

Dietrich School Undergraduate Council met on March 7, 2014, and reviewed and approved unanimously a proposal to revise the Music major and minor.

Dietrich School Undergraduate Council reviewed and approved unanimously a proposal to revise the Chinese major.

Existing courses approved to fulfill General Education Requirements:

ITAL 0088 Italian America on Screen

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

GER 1512 German Literature and European Philosophy: Goethe's Faust

- Second Course in Literature, the Arts, or Creative Expression
- Foreign Culture/International - Regional

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

Associate Dean Kathleen Blee reported that the Dietrich School Graduate Council will meet on April 15 to consider a proposal for a new PhD program in European Cultural Studies. Current projects in Graduate Studies include completing the second wave of 3rd year out PhD placement surveys, expanding our efforts to assist students with career placement both within and outside traditional tenure-track research universities, collaborating with Undergraduate Studies to strengthen TA training and teaching across departments, evaluating diversity efforts across the School, and introducing electronic submission and review systems for graduate student and postdoctoral applicants.

Associate Dean Blee also reported that she is working with Vice Provost Mark Redfern and the Humanities Department Chairs to generate ideas for improving support to the Humanities Division from the Office of Research.

The report was moved, seconded, and approved.

7. Other Business

Humanities Divisional Chair Lester Olson (Communication) reported that the Humanities Council will be holding a one-day retreat in May to engage in self-assessment in the spirit of strengthening the Humanities at Pitt.

With no other business, the meeting was adjourned at 11:50 a.m.

These minutes were approved electronically by members of Council on June 16, 2014.