

The DIETRICH School of Arts & Sciences Gazette

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Dietrich School of Arts and Sciences Undergraduate Council Minutes from the December 6, 2012 Meeting

In attendance: John Twynning (chair), Hadley Dean (secretary), Rosemary Capo, Jude Hays, Adriana Helbig, Jeffrey Hildebrand, Judy McConnaha (ex-officio), Cecil Sun, Anne Weis, Pooja Patel, Matthew Schaff, Christopher Stavrakos, Alexander Zimmerman

Not attending: Janelle Greenberg, Harry Sanabria, Anna Vainchtein, Robert Beecher

1. Minutes

Minutes from the meeting of November 15, 2012 were approved.

2. New Business

Dietrich School-UC reviewed and approved a proposal to change the **Minor in Linguistics** to have the following requirements: **LING 1000 and four additional 1000-Level LING electives.**

Dietrich School-UC reviewed and approved a proposal from the Department of English to create a new minor in **Creative Writing** (pending PACUP approval).

Existing courses approved to fulfill General Education Requirements

ENGLIT 0612 Literature and Science

- Literature
- Historical Change

ENGLIT 1005 Literature and the Environment

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

ENGLIT 1115 Chaucer

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

ENGLIT 1181 The Victorian Novel

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

ENGLIT 1225 Nineteenth Century African American Literature

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

ENGLIT 1230 Twentieth Century African American Literature

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

CS 0008 Introduction to Programming with Python

- Quantitative and Formal Reasoning

MUSIC 1441 Electronic and Computer Music 1

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

ITAL 0012 Elementary Italian II: Pitt in Italy

- Second Language

HIST 1126/ SOC 1386 French Revolution

- Historical Change
- Foreign Culture/International – Regional
- Foreign Culture/International – Comparative
- Foreign Culture/International – Global

HIST 1164 Small Countries and the European Union

- Historical Change
- Foreign Culture/International – Regional
- Foreign Culture/International – Comparative

HIST 1175/ PS 1348 Xenophobia in Modern Europe

- Historical Change
- Foreign Culture/International – Regional

- Foreign Culture/International – Comparative

HIST 1180 Nineteenth Century Britain

- Historical Change
- Foreign Culture/International – Regional

RELGST 1572/ HIST 1741 Popular Religion in a Changing Japan

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

LING 1723 Analyses of ASL Literature

- Literature

**Dietrich School of Arts and Sciences
Graduate Council
Minutes from the December 12, 2012 Meeting**

In attendance: Kathleen Blee, Julia Bursten, Stephen Carr, Emma Freeman, Margaret Judd, Susan Kalisz, Lauren Oldfield, Adam Shear, Aisha Upton

Not in attendance: Daniel Berkowitz, Lillian Chong, Edouard Machery, Nicholas Thorne,

1. Review of minutes from November 13, 2012. Minutes approved by Council as submitted.
2. Graduate Studies is planning a pilot project to collect placement data for students who received a PhD in AY 2009-2010. Departments will receive a list of their graduates from that period and they will be charged with collecting information from the students about their current employment position. The Council made recommendations to improve the pilot study. As responses and comments come in from departments, Grad Council will assess the pilot project and make recommendations for future data collection.
3. The Department of German submitted a vision for a new European Cultural Studies PhD program, which was discussed by Council. Dean Blee explained that the program would be rooted in the humanities, but would complement the European Studies emphases in UCIS and the social science departments. Council was favorable to the envisioned program and made suggestions for the proposal.

4. Film Studies submitted a proposal to become a founding partner of the Birkbeck Institute of the Moving Image in London. The Council supported the proposed partnership.

5. Philosophy and HPS submitted a proposal to enter into a consortium with King's College- London. The Council supported the proposal.

6. Margaret Judd and Emma Freeman conducted the TA/TF training review for French and Italian. The meetings were successful and the reviewers will give a full report in January. Adam Shear and Aisha Upton will review TA/TF training in Anthropology in January.

7. Graduate Studies will launch a pilot Dietrich School Professional Socialization Workshop Series in the spring. She asked for comments on ideas for workshops. Dean Blee emphasized the need to consider what would be most appropriate to offer at the school level. The Council charged the graduate members of the committee to reach out to their colleagues to determine which ideas would be most useful. They will report in January.

**Dietrich School of Arts and Sciences
Council Meeting
Minutes from the January 14, 2013 Meeting**

In Attendance: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, 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 Daniel Balderston, Carol Colby, Kathleen DeWalt, Brian Hanks, Stephen Manuck, Scott Morgenstern, Daniel Mosse, Mark Possanza, Luca Rigotti, and Deane Root, and Graduate Student Representatives Woden Kusner and Dave Peterson

Not in Attendance: Professors Joseph Grabowski and Paul Glabicki

1. Minutes of the meeting held on December 14, 2012

Dean Cooper presented the minutes of the meeting held on December 14, 2012. Associate Dean Kathleen Blee suggested that the discussion of the timeline in section seven should indicate specificity for European Cultural Studies.

Deane Root clarified that his appreciation noted in section five was from all departments, not just his. He also noted a misspelling of his last name.

The minutes were moved and seconded, and approved as amended.

2. Dean's Report

Tabled.

3. New Effort Reporting System

Dean Cooper began by explaining changes in the effort reporting/certification system. The University has developed an effort reporting procedure and certification process that will allow for better compliance with A21, the OMB memo which governs all sponsored research. Training is required for those who have (or supervise) compensated effort supported by federal funds, and certification will be required each term. Some detail of federal expectations with regard to compensated effort were discussed, including federal limitations on the fraction of compensated effort that can be changed to grants and contracts.

The implications of the new system for summer compensation from grants and contracts were discussed. Professor Balderston asked if the state reporting request was changing; Dean Cooper replied that he is not aware of any changes. [Dean Cooper subsequently confirmed that FARS reporting remains in effect.]

4. Update on the Budget and VERP

Dean Cooper expects that the Governor will propose the state budget on or around February 8, 2013. The Governor's Commission recommended the same appropriations for higher education for FY2014 as for FY2013.

The Dean updated the Committee on adjustments in staffing following the Voluntary Early Retirement Program (VERP) and reiterated that departments not directly affected by VERP were indirectly affected through restructuring. The current total for positions that have been filled, restructured, or reconfigured since July 1 is now 80.

5. New Procedure for Staff Performance Appraisal

Dean Cooper asked Executive Director for Staff Personnel Michele Colvard to introduce to Council the new procedure

for staff performance appraisal. Executive Director Colvard explained that because of extensive post VERP restructuring updates in the staff performance appraisal are needed. Since some restructured positions now serve multiple departments, supervisors are asked to get input from "functional experts" on job performed by staff member they supervise. She is introducing a new, earlier deadline for staff appraisals of April 30 for all performance reviews, to ensure that all staff and faculty served by any staff member are on campus for the appraisal process. Supervisors must review with Executive Director Colvard any appraisal of poor performance before reviewing the appraisal with the employee. This updated process can be used to encourage staff to take advantage of ongoing career development opportunities.

In response to questions, Executive Director Colvard replied that employees supported by grants and contracts also need to have a yearly performance review, and that the main change is getting feedback from multiple people.

Professor Mossé asked if e-mail was sufficient for the "signed and submitted electronically" clause; Executive Director Colvard said it was. Professor Mossé went on to explain that his department already seeks input from others for performance appraisals and inquired if those conversations needed to be documented. Executive Director Colvard said that documenting such feedback would be helpful to justify ratings given to an employee.

There was some discussion of the value in reducing the number of rating categories and of the importance of allowing supervisors to become familiar with new employees before conducting appraisals. There was also discussion of the value of 360° evaluations.

6. Report from Dietrich School Undergraduate Council

Associate Dean John Twynning reported that the Dietrich School Undergraduate Council has not met since the last Council meeting.

7. Report from Dietrich School Graduate Council

Associate Dean Kathleen Blee stated that the Dietrich School Graduate Council has not met since the December 14, 2012 Council meeting. The Graduate Council is in the process of conducting reviews of the TA/TF training practices in the departments of French and Italian and Anthropology.

There was discussion of the value of sharing TA/TF best-

practices.

Associate Dean Blee responded to Professor Mossé's question from the December 14, 2012 meeting and stated that TOEFL results can be a field in Apply Yourself and will be implemented in the annual update in May.

8. Set dates and agenda items for Full Faculty meeting

Dean Cooper reviewed items currently on the agenda draft for the Spring Full Faculty meeting. He asked for any other matters that should be formally placed on the agenda, but there were no suggestions.

The Dean proposed that the Spring Full Faculty meeting be held on Wednesday, February 27, 2013 at 1:00 p.m. All in attendance voted in favor.

9. Other Business

With no other business, the meeting was adjourned at 3:01 p.m.

Dietrich School of Arts and Sciences Graduate Council Minutes from the January 16, 2013 Meeting

In attendance: Kathleen Blee, Daniel Berkowitz, Julia Bursten, Stephen Carr, Margaret Judd, Edouard Machery, Adam Shear

Not in attendance: Lillian Chong, Emma Freeman, Susan Kalisz, Lauren Oldfield, Nicholas Thorne, Aisha Upton

1. Review of minutes from December 12, 2012. Minutes approved by Council as submitted.
2. The Council agreed to invite Joel Brady from CIDDE to inform them about workshops and for the Council to provide feedback to him about improving service to Dietrich School students and departments.
3. The Council discussed whether it would be useful to expand TA/TF training reviews in departments. They decided to devote more attention to questions about professional development and mechanisms for feedback in future reviews. Julia Bursten suggested that a standardized survey be sent to TAs and TFs in advance so that reviewers

could address points not vocalized during the meeting.

4. The Council reviewed the report from Margaret Judd and Emma Freeman on TA/TF training in French and Italian. Margaret commented that students participate in a structured program before they begin classes and they are generally pleased with their experience. The report by Judd and Freeman was strongly supported by the Council.

5. Adam Shear reported on the TA/TF training review in Anthropology conducted with Aisha Upton. The written report will be submitted before the next meeting. Shear indicated that the students were generally satisfied with their experience in the department and that there was a strong system for peer mentoring. Students recommended more feedback and a clear process for the TA/TF assignments. Several members of the Council suggested that future reviews include a separate meeting that all departmental faculty would be invited to attend.

6. Two pilot panels are in place for the Professional Socialization workshop series. One is on graduate students and parenthood; the other is on the future of graduate studies. Graduate Studies will set up one in the fall on organizing and nurturing a peer writing support group. Lauren Oldfield and Aisha Upton both submitted additional ideas that they collected from peers. A full set of workshops will be compiled for next year.

7. Dean's Announcements:

German is working on details for the European Cultural Studies proposal. Religious Studies should be sending a response to the suspension of their graduate admissions this week and Classics next week.

CIDDE is helping Graduate Studies to develop a videoconferencing room for departments to use Skype for committees and interviews. Those who want to use the space will be required to do a quality control test in advance of their meetings. Dean Carr emphasized that physical participation in defenses will still be expected.

Dean Blee has been meeting about the Pitt programs in Beijing and Shanghai. They may serve as a way for departments to do language screening of graduate applicants from China.

8. Assistant Dean's Announcements:

Several departments have expressed concerns about the new TOEFL requirement of 90. Council members reiterated that it should be possible for departments to request exceptions at the discretion of the Assistant Dean, and that it should be done on a case-by-case basis.

**Dietrich School of Arts and Sciences
Planning and Budgeting Committee
Minutes from the January 23, 2013 Meeting**

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twyning, Associate Dean for Graduate Studies Kathleen Blee, Associate Dean for Administration and Planning W. Richard Howe, Assistant Dean for Business and Finance Barbara Vattimo, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Senior Director of Undergraduate Studies Judith McConnaha, Director of Communications Carol Mullen, Professors James Cassing, David Waldeck, and Andrew Weintraub, Staff Representatives Karen Lillis and Georgia Spears, and Student Representatives Julia Bursten and Christopher Myers

NOT ATTENDING: Associate Dean of the College of General Studies Cristina Ruggiero, Professors Daniel Balderston, Nathaniel Rosi, and Randall Walsh, and Staff Representative Mary Beth Conroy

1. The Dean reminded everyone that the meetings of the PBC and all information presented in them are confidential, except to the extent published in the minutes. This was accepted by all present.

2. Minutes of the meeting held on December 19, 2012

Dean Cooper presented the minutes of the meeting held on December 19, 2012. Student Representative Julia Bursten moved that the minutes be accepted. Staff Representative Georgia Spears seconded the motion, and the minutes were unanimously approved.

3. Dean's Report

The Dean reported on awards and achievements of faculty during the past year selected from amongst those that departments have informed him of:

• *Chemistry*

o Assistant Professor Jill Millstone has won an NSF CAREER Award.

o Assistant Professor Haitao Liu received an AFOSR 2013 YIP Award and Invitation for the 2013 Aerospace Materials for Extreme Environments Program Review.

• *English*

o Professor Toi Derricote was elected Chancellor of the Academy of American poetry and received the 2012 Paterson Award for Sustained Literary Achievement for "The Undertaker's Daughter."

o Senior Lecturer Carl Kurlander was awarded Best Documentary at the San Luis Obispo Film Festival 2012 for "The Shot Felt Round the World."

• *Geology and Planetary Science*

o Assistant Professor Emily Elliott has won an NSF CAREER Award.

• *German*

o Associate Professor Clark S. Muenzer has been elected the President of the Goethe Society of North America (GSNA). He will serve a three-year term, from January 2013 until January, 2016.

• *History*

o Associate Professor Laura Gotkowitz received the American Council of Learned Societies (ACLS) Burkhardt Fellowship.

o Distinguished Professor George Reid Andrews was awarded the Tibesar Prize by the Conference on Latin American History.

• *History of Art & Architecture*

o Lecturer Gretchen Bender won the AMPCO-Pittsburgh Award for Excellence in Advising.

o Professor Kathy Linduff was the inaugural winner of the Sheth Distinguished Faculty Award for International Achievement.

- *Mathematics*

- o Distinguished University Professor Bard Ermentrout was elected to the 2012 SIAM Fellows Class.

- *Physics and Astronomy*

- o Faculty members in the Department of Physics and Astronomy contributed to four of Physics World Magazine's selections for Top Ten Physics Breakthroughs of 2012, including:

- Discovery of the Higgs boson (ATLAS and CMS Collaborations at LHC): Joe Boudreau, Jim Mueller, Vittorio Paolone, Vladimir Savinov

- Neutrino communication (MINERVA Collaboration): Steve Dytman, Donna Naples, Vittorio Paolone

- Galaxy cluster velocities (ACT and BOSS Collaborations): Arthur Kosowsky

- Majorana fermions in solids: Sergey Frolov

- o Assistant Professor Andrew Daley received an NSF CAREER Award.

- *Political Science*

- o Maurice Falk Professor of American Government B. Guy Peters received the Fred Riggs Award from the American Society of Public Administration for Lifetime Achievements in Comparative Public Administration.

- *Psychology*

- o Professors John Levine and Richard Moreland received the Lifetime Career Achievement Award from Interdisciplinary Network for Group Research (INGROUP) for work on small groups.

4. Report on the Budget

Dean Cooper reminded PBC members that the Governor's address will be held on February 5, 2013.

5. Update on VERP

Executive Director for Staff Personnel Michele Colvard reported to the group that currently 81 positions have either

been filled or are being recruited for or restructured—an increase from 56 in November. She noted that many of the critical positions, such as those in Chemistry, Biology, Neuroscience, and Music, have been filled. Professor David Waldeck asked how these numbers compare to a typical year. Dean Cooper replied that the year-to-date total is ca four times as many positions as would have been addressed in a typical full year.

6. New Effort Reporting/Certification System

Dean Cooper reported that there have been a number of questions raised regarding the new effort reporting/certification system, and he is in the process of writing a memo to all Chairs and Directors detailing the implications of changes in the system for faculty and chairs in the Dietrich School.

Professor David Waldeck commented that he has already begun working with his department on the new certification process. Assistant Dean for Business Barbara Vattimo and Professor Waldeck both noted that faculty members who are initially confused by the changes have said that the system is self-evident once entered. Professor Waldeck stated that he had been under the impression that there would be University training sessions; Dean Cooper clarified that the University training is web training.

7. New Procedure for Staff Performance Appraisals

Executive Director for Staff Personnel Michele Colvard explained that it is time for the staff performance appraisals systems to be updated, and that this had become urgent because of the extensive restructuring underway. The updated appraisal changes the appraisal deadline to April 30, ensuring that all staff and faculty are on campus and that an appraisal does not simply serve as the basis for deciding salary raises. The process is being restructured to include input from all departments that an employee may serve and feedback from "functional experts." Executive Director Colvard pointed out that an employee's appraisal can serve as an opportunity for supervisors to encourage ongoing and professional development to improve performance and advance careers. Supervisors must review any appraisal of poor performance with Executive Director Colvard before reviewing the appraisal with the employee, to ensure that proper policies and procedures are followed. Professor Waldeck asked about the meaning of "poor performance." Executive Director Colvard explained that "poor performance" is one of the rating options on the appraisal form. Staff Representative Georgia Spears asked

if there would be opportunity for employees to review their supervisors. Executive Director Colvard agreed that this was something to consider.

8. Review of Prefatory Materials for Planning Document

Dean Cooper indicated that he had begun working with the Deans on transitioning the Planning Document from year-one to year-two of the five year plan. In order to effectively evaluate last year's plan—and to determine if adjustments or additions are needed—he suggested it will be necessary to review important changes over the past year in a prefatory section.

Student Representative Julia Bursten asked how 81 positions have been affected by VERP when only 22 people accepted. Dean Cooper explained that vacant positions deemed critical were often filled internally, thus creating vacancies elsewhere. The substantial internal movement created opportunity for the Dietrich School to restructure staff functions in order to serve departments well on a smaller budget.

The Dean continued reviewing the prefatory section explaining how the fiscal situation has changed for both the University and the Dietrich School but that no major changes in the Dietrich School's five year plan have been suggested.

The meeting endorsed the draft language in the prefatory section.

9. Review of Mission Statement, Vision Statement, and Strategic Priorities

Dean Cooper suggested that neither the University's nor the Dietrich School's overall missions have changed. The Deans have reflected on the language of the Dietrich School mission discussion section and suggest that the section should also include "preservation, development, and transmission of modes of reflection" to capture more accurately the mission of the Humanities Division. Professor David Waldeck asked what "transmission of modes of reflection" meant. Student Representative Julia Bursten offered that she interpreted it as "critical thinking," and that this term could also be used in the phrase. Student Representative Christopher Meyers suggested that changing "modes of reflection" to "critical thinking" could be less representative of artistic expression. Professor Waldeck also asked about the use of "preservation" in the phrase. Student Representatives Bursten and Meyers offered examples of

disciplines in which preservation is an important element of scholarship.

Ultimately there was agreement that the best language to add would be "preservation, development, and transmission of modes of reflection, critical analysis, and creative expression." This would allow all faculty to see their scholarly or creative activity reflected in the mission statement.

Lastly, Dean Cooper suggested that we needed to add a strategic priority dealing with the exceptional effort going into staff restructuring.

The meeting agreed to the draft language in the Mission Statement, Vision Statement, and Strategic Priorities.

10. Other Business

With no other business, the meeting was adjourned at 3:04 p.m.

Dietrich School of Arts and Sciences Undergraduate Council Minutes from the February 1, 2013 Meeting

In attendance: John Twynning (chair), Elizabeth Taylor (secretary), Rosemary Capo, Janelle Greenberg, Jude Hays, Adriana Helbig, Jeffrey Hildebrand, Hannah Johnson, Anna Vainchtein, Pooja Patel, Nuwan Perera

Not attending: Sourav Bhattacharya, Cecile Sun

1. Minutes

Minutes from the meeting of December 6, 2012 were approved.

2. New Business

Dietrich School-UC reviewed and approved a proposal from the Department of Neuroscience and the Department of Biological Sciences to create a new **Undergraduate Certificate in Life Sciences Research** (pending PACUP approval).

Dietrich School-UC reviewed and approved a proposal from the Department of History of Art and Architecture to create a new minor in **Museum Studies** (pending PACUP approval).

Dietrich School-UC reviewed and approved a proposal from the Department of German to revise and rename their major to **German Language and Cultural Studies** (pending PACUP approval).

Dietrich School-UC reviewed and approved a proposal from the Department of German to create a new major in **Interdisciplinary German Studies** (pending PACUP approval).

Existing courses approved to fulfill General Education Requirements

GER 1204 German for Social Scientists 2

- Social Science
- Second Language
- Foreign Culture/International – Regional

WOMNST 1180 / ANTH 1716 Politics of Gender and Food

- Foreign Culture/International – Global

Dietrich School of Arts and Sciences Planning and Budgeting Committee Minutes from the February 4, 2013 Meeting

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twyning, Associate Dean for Graduate Studies Kathleen Blee, Associate Dean of the College of General Studies Cristina Ruggiero, Assistant Dean for Business and Finance Barbara Vattimo, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Director of Communications Carol Mullen, Professors Daniel Balderston, James Cassing, David Waldeck, and Randall Walsh, Staff Representative Karen Lillis, and Student Representative Christopher Myers

NOT ATTENDING: Associate Dean for Administration and Planning W. Richard Howe, Senior Director of Undergraduate Studies Judith McConnaha, Professors Nathaniel Rosi and Andrew Weintraub, Staff Representatives Mary Beth Conroy and Georgia Spears, and Student Representative Julia Bursten

1. The Dean reminded everyone that the meetings of the PBC and all information presented in them are confidential, except to the extent published in the minutes. This was

accepted by all present.

2. Minutes of the meeting held on January 23, 2013

Dean Cooper presented the minutes of the meeting held on January 23, 2012, and suggested inserting language to indicate that the Dean's Report was only a selection of numerous achievements within departments. Professor Waldeck noted a typographical error, and Professor Cassing pointed out that Professor Randall Walsh was marked as both "attending" and "not attending." Associate Dean of the College of General Studies Cristina Ruggiero moved that the minutes be accepted as amended. Professor Randall Walsh seconded the motion, and the minutes were unanimously approved.

3. Dean's Report

The Dean completed and circulated to all Chairs and Directors the memo detailing changes in the effort reporting system. Executive Director for Staff Personnel Michele Colvard and her staff carried out training sessions for administrators on January 31st.

Professor David Waldeck asked if the adjustments in the effort reporting system are expected to reduce cost. Dean Cooper responded that the updated system might reduce costs by reducing the amount of effort spent on the certification process.

4. Report on the Budget

Dean Cooper reminded PBC members that the Governor's budget address will be on February 5, 2013.

5. Draft of Planning Document Section on Voluntary Support

The Dean led a review of the draft of the Voluntary Support section, emphasizing how critically important endowment support is for undergraduate scholarships and support of distinguished faculty. He reported that a matching program has been approved to increase gifts to fund scholarship support. Dean Cooper then reviewed the status of the annual fund gift and indicated that alternative modes of contact will need to be established before the use of landline telephones becomes obsolete.

Dean Cooper commended the efforts of Director of Constituent Relations Joelleen Yerace, who has now worked with 21 departments to inform them about their alumni

populations and the philanthropic potential of those people. In several cases she has assisted Departments to develop e-newsletters in collaboration with the Dietrich School Communications Office. Professor James Cassing pointed out that the University has a large international constituency; there are over 1,000 University of Pittsburgh graduates in Jakarta. Dean Cooper added that the three major universities in Hong Kong have or have had a president with a Pitt degree. Professor David Waldeck noted that an institutional mechanism for keeping in contact with such graduates would be helpful at the departmental level. Professor Cassing commented that advisors do keep track of graduates but that departments do not receive a regular report.

6. Draft of Planning Document Section on Undergraduate Diversity

Tabled until data is refined.

7. Presentation of Analysis of Departmental SERU Data

Dean Cooper presented of an analysis of departmental level data on student satisfaction emerging from the 2011 Student Experience in Research Universities (SERU) survey, explaining that the 600 question survey was administered to juniors and seniors in 9 major universities. The departmental data was extracted from the student responses by the Office of the Provost and given to Chairs in October. The Deans have been working with Manager of Information Systems Carlos Sanchez to analyze and sort the data in a way most beneficial to departments.

8. Other Business

With no other business, the meeting was adjourned at 3:02 p.m.

Dietrich School of Arts and Sciences Planning and Budgeting Committee Minutes from the February 13, 2013 Meeting

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twynning, Associate Dean for Graduate Studies Kathleen Blee, Associate Dean of the College of General Studies Cristina Ruggiero, Assistant Dean for Business and Finance Barbara Vattimo, Executive Director for Staff Personnel and Senior Assistant Dean

Michele Colvard, Senior Director of Undergraduate Studies Judith McConaha, Director of Communications Carol Mullen, Professors Daniel Balderston, James Cassing, David Waldeck, Randall Walsh, and Andrew Weintraub, Staff Representatives Karen Lillis and Georgia Spears, and Student Representative Christopher Myers

NOT ATTENDING: Associate Dean for Administration and Planning W. Richard Howe, Professor Nathaniel Rosi, Staff Representative Mary Beth Conroy, and Student Representative Julia Bursten

1. The Dean reminded everyone that the meetings of the PBC and all information presented in them are confidential, except to the extent published in the minutes. This was accepted by all present.

2. Minutes of the meeting held on February 4, 2013

Dean Cooper presented the minutes of the meeting held on February 4, 2012. Professor Randall Walsh moved that the minutes be accepted. Professor Daniel Balderston seconded the motion, and the minutes were unanimously approved.

3. Dean's Report

Tabled.

4. Report on the Budget

The Governor's budget proposal was presented on February 5, 2013. Consistent with media reports, the proposal does not suggest budget reductions in higher education.

5. Review of Planning Document Section on Staff Restructuring

Dean Cooper asked Executive Director for Staff Personnel Michele Colvard to lead discussion of the draft of the FY2014 Planning Document Staff section. Executive Director Colvard emphasized the importance of explaining how the Voluntary Early Retirement Program (VERP) impacted the Dietrich School and prompted School-wide staff restructuring. Professor Randall Walsh pointed out that the staffing data in the text of the section was slightly misleading, giving the impression that more staff existed after than before VERP. He suggested including School-wide staffing figures before and after VERP to indicate that high restructuring values were mostly due to shifting of positions—not new hiring. Both Dean Cooper and Executive

Director Colvard agreed that Professor Walsh's idea would be an excellent addition to the Staff section.

Executive Director Colvard went on to explain that the new staff appraisal system is an important way of evaluating new goals created by VERP and restructuring. Dean Cooper reiterated that VERP restructuring is creating specialization of staff positions, and the new staff appraisal system would include input from functional experts sharing the specialization of the employee being evaluated. Professor Randall Walsh asked if there would be opportunities for a reverse evaluation, where staff would have the opportunity to appraise their supervisors. Dean Cooper explained that these types of appraisals are occasionally performed, although there is no routine provision for it. He agreed this is an interesting question to be pursued and said a discussion would need to take place with Human Resources.

Professor Walsh commented that the communication during the VERP process was very challenging, and Professor Daniel Balderston suggested that meeting with all those involved in a new staff collaboration arrangement would be useful as ongoing assessment. Dean Cooper agreed that a statement about the lessons learned from this particular process should be included, as well as emphasis on the importance of chairs communicating with faculty and staff.

The Committee agreed that the Staff section was acceptable with minor changes, and Dean Cooper concluded the discussion by summarizing the group's suggestions:

- Addition of pre- and post-VERP staffing figures
- Inclusion of discussion on communication
- Future exploration of a 360° appraisal plan.

6. Review of Planning Document Section on Graduate Programs

Dean Cooper asked Associate Dean of Graduate Studies Kathleen Blee to lead discussion of the draft of FY2014 Planning Document section on Graduate Programs. Associate Dean Blee has been exploring discipline-specific graduate study rankings because there is no all-encompassing national ranking system sufficient to include all of the Dietrich School's graduate programs. She described several ways in which Graduate Studies has been working to secure national and international rankings.

Dean Blee said that she has been monitoring admission-to-

enrollment ratios, time-to-degree (TTD) figures, attrition rates, and placement data for graduate students in the Dietrich School. A project has been piloted to locate and email graduates to request information about their placement. Dean Cooper suggested making a commitment to communicate the results of placement surveys back to Departments to encourage the Departments to reciprocate information. Professor Balderston suggested also providing Departments with information on those students who cannot be reached with the given contact information, in case Departments have acquired alternative contact information.

Associate Dean Blee stated that she has been using the Student Experience in Research Universities (SERU) data to pinpoint areas with an opportunity to improve graduate student teaching. Professor Balderston said he would like Chairs to receive departmental SERU data to evaluate how a specific department is performing relative to other departments in the Dietrich School and to similar departments at the other participating Universities. Professor Walsh added that a meeting once a year to share and discuss best-practices could be beneficial to newly-elected DGSS.

Professor Balderston suggested shifting the due date for the assessment matrices from April to March because of the amount of responsibilities faculty have during April. Professor Walsh suggested that October may be a time when faculty are better able to focus on thoughtful review. Associate Dean of Undergraduate Studies John Twyning pointed out that shifting the assessment review due date to October would not give faculty enough time to consider and implement feedback in classes that have already commenced. Dean Cooper recommended that Graduate Studies and Undergraduate Studies would need to be in agreement on any changes to propose in this cycle.

The Committee agreed that section was acceptable with minor adjustments.

7. Other Business

With no other business, the meeting was adjourned at 3:03 p.m.

**Dietrich School of Arts and Sciences
Planning and Budgeting Committee
Minutes from the February 20, 2013 Meeting**

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twyning, Associate Dean for Graduate Studies Kathleen Blee, Associate Dean of the College of General Studies Cristina Ruggiero, Executive Director for Staff Personnel and Senior Assistant Dean Michele Colvard, Senior Director of Undergraduate Studies Judith McConnaha, Director of Communications Carol Mullen, Professors Daniel Balderston, David Waldeck, and Randall Walsh, Staff Representative Karen Lillis, and Student Representatives Julia Bursten and Christopher Myers

NOT ATTENDING: Associate Dean for Administration and Planning W. Richard Howe, Assistant Dean for Business and Finance Barbara Vattimo, Professors James Cassing, Nathaniel Rosi, and Andrew Weintraub, and Staff Representatives Mary Beth Conroy and Georgia Spears

1. The Dean reminded everyone that the meetings of the PBC and all information presented in them are confidential, except to the extent published in the minutes. This was accepted by all present.

2. Minutes of the meeting held on February 13, 2013

Dean Cooper presented the minutes of the meeting held on February 13, 2012. Professor David Waldeck moved that the minutes be accepted. Professor Daniel Balderston seconded the motion, and the minutes were approved as amended.

3. Dean's Report

Tabled.

4. Report on the Budget

Tabled.

5. Review of Planning Document section on Graduate Diversity

Dean Cooper asked Associate Dean of Graduate Studies Kathleen Blee to review the draft of the Planning Document section on Graduate Diversity. Associate Dean

Blee presented the PBC with data indicating that minority applications to graduate programs within the Dietrich School are steadily increasing, and that admissions and enrollments are paralleling the application increase. Contributing to that trend are initiatives, such as the Hot Metal Bridge program and the K. Leroy Irvis Program, that seek to provide fellowships to or to recruit, retain, and graduate diverse students. The Committee found the draft of the Graduate Diversity section acceptable.

6. Review of Planning Document Section on Undergraduate Programs

Dean Cooper explained that the 2011 Student Experience at Research Universities (SERU) data used in the FY 2013 Planning Document was actually university-level data because the data set had never been broken down into School-level data. Only School-level SERU data from 2009 and 2012 will be used for the FY 2014 Planning Document.

Dean Cooper noted one complexity in analyzing the SERU data is changing university participation from survey to survey, which ultimately changes the underlying meaning of the Dietrich School's ranking amongst participating schools from year to year. Nonetheless, the SERU survey data offers an immense amount of useful information for assessing and addressing areas with opportunities for improvement. In addition to providing departmental level SERU data, the Associate Dean of Undergraduate Studies John Twyning has given feedback to Departmental Chairs on the probable effectiveness of assessment processes to strategically evaluate and improve courses and curricula offered to undergraduate students.

The Dean continued with conversation on student retention strategies through increased engagement of undergraduate students by research opportunities, Partners in Progress, and the Academic Resource Center, as well as ways to identify higher or lower risk students through a business intelligence approach classification system.

Dean Cooper concluded his review of the Undergraduate Program draft with discussion on the use of the Collegiate Assessment of Academic Proficiency Critical Reasoning test by the College of General Studies.

The Committee agreed this draft was acceptable, with the addition of a brief discussion of international opportunities.

7. Review of Planning Document Section on Undergraduate Diversity

Tabled.

8. Other Business

With no other business, the meeting was adjourned at 2:59 p.m.

Dietrich School of Arts and Sciences Planning and Budgeting Committee Minutes from the February 25, 2013 Meeting

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean for Undergraduate Studies John Twyning, Associate Dean for Graduate Studies Kathleen Blee, Senior Director of Undergraduate Studies Judith McConnaha, Director of Communications Carol Mullen, Professors Daniel Balderston, James Cassing, Randall Walsh, and Andrew Weintraub, Staff Representative Georgia Spears, and Student Representative Christopher Myers

NOT ATTENDING: Associate Dean for Administration and Planning W. Richard Howe, 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 and Finance Barbara Vattimo, Professors Nathaniel Rosi and David Waldeck, Staff Representatives Mary Beth Conroy and Karen Lillis, and Student Representative Julia Bursten

1. The Dean reminded everyone that the meetings of the PBC and all information presented in them are confidential, except to the extent published in the minutes. This was accepted by all present.

2. Minutes of the meeting held on February 20, 2013

Dean Cooper presented the minutes of the meeting held on February 20, 2012. Professor Daniel Balderston moved that the minutes be accepted. Student Representative Christopher Myers seconded the motion, and the minutes were approved.

3. Dean's Report

Dean Cooper informed the group that two out of the five

2013 Chancellor's Distinguished Research Awards were given to Dietrich School faculty members. Professor Tia-Lynn Ashman was selected for her major contributions to the fields of ecology and evolutionary biology, and Professor Kirk Savage was selected for his work on public monuments in the context of collective memory and identity.

Two out of five Chancellor's Distinguished Teaching Awards also went to Dietrich School faculty members—Senior Lecturer Brett Wells in French and Italian, and Associate Professor Marah Gubar in the Department of English.

4. Report on the Budget

Tabled.

5. Review of Planning Document Material

The Dean reviewed with the Committee the draft of the faculty section of the Planning Document that discusses faculty reappointments, Academic Analytics, and senior hiring. Associate Dean Kathleen Blee will supplement the material in the section with a discussion of the Dietrich School post-doctoral program. The PBC found the draft of the faculty section acceptable.

Dean Cooper reviewed with the Committee the draft of the faculty diversity section that included a table of trailing five year recruitment data, indicating an increase in the diversity of faculty. The Committee discussed measures taken to emphasize faculty mentoring. The PBC found the draft acceptable.

6. Other Business

With no other business, the meeting was adjourned at 2:40 p.m.