

School of Arts & Sciences Gazette

MINUTES OF THE MEETING OF ARTS & SCIENCES COUNCIL

Held on Wednesday, February 16, 2011 at 3:00 p.m.
In 910 Cathedral of Learning

In attendance: Dean N. John Cooper (Chair), Senior Associate Dean James F. Knapp, Associate Dean Nicole Constable, Associate Dean John Twyning, Professors Jonathan Arac, Kathleen Blee, Joseph Grabowski, Graham Hatfull, Diane Litman, Deane Root, Suzanne Staggenborg, Paul Shepard, and Randall Walsh and GSO Representatives Emma Freeman and Katie Moriarty

Not attending: Senior Assistant Dean Michelle Amato, Senior Director of Undergraduate Studies Judith McConnaha and Professor Peter Karsten

1. Minutes of the Meeting held on January 14, 2011

Dean Cooper presented the minutes of the meeting held on January 14, 2011. Professor Jonathan Arac made a motion to approve the minutes and it was carried unanimously.

2. Dean's Report

Dean Cooper reported the 2011 Arts and Sciences Faculty Award Winners. Chancellor's Distinguished Teaching was awarded to Professor Graham Hatfull; Chancellor's Distinguished Research was awarded to Professors Jeremy Levy, Edouard Machery, John Norton, and Alexander Star; Chancellor's Distinguished Public Service was awarded to Professor Laurence Glasco; and the Ampco-Pittsburgh Excellence in Advising was awarded to Professor Anthony Novosel.

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

Dean Cooper reported to Council that the new Governor's recommendation was scheduled for March 7. There are no significant changes at this time in the Arts and Sciences Budget or the prospects for the University budget.

4. Report from Arts and Sciences Undergraduate Council (Associate Dean John Twyning)

Associate Dean John Twyning reported that the Arts and Sciences Undergraduate Council met on January 20. Undergraduate Council formally acknowledged G. Reid Andrews' service as interim chair during the fall 2010 term. Undergraduate Council approved the following departments' proposals to revise their bylaws to allow departmental approval of new courses: Department of English, and the Department of French & Italian Languages & Literatures. Undergraduate Council approved the revisions to the following programs: Biological Sciences honors major and Spanish major. Undergraduate Council approved the following new course: LING 1727 "Topics in Sign Language Studies". Professor Randall Walsh made a motion to accept the report and it was carried unanimously.

5. Report from Arts and Sciences Graduate Council (Associate Dean Nicole Constable)

Associate Dean Nicole Constable reported that the Arts and Sciences Graduate Council subcommittees are continuing to meet to conduct TA reviews. She also reported that the American Council of Learned Societies (ACLS) New Faculty Fellows (NFF) program has announced 80 new fellows in the Humanities and humanistic Social Sciences. Thirteen Arts and Sciences departments and programs have expressed interest in recruiting one or more of these fellows and are in the process of reviewing dossiers and interviewing fellows. They plan to extend offers to suitable candidates on or shortly after March 1, following ACLS NFF regulations. Professor Joseph Grabowski made a motion to accept the report and it was carried unanimously.

6. Search for next Associate Dean for Graduate Studies and Research (Dean N. John Cooper)

Dean Cooper announced that Associate Dean Constable would be stepping down from her position as Associate Dean for Graduate Studies.

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Dean Cooper discussed the process for soliciting nominations for a new Associate Dean with the first step being to announce Associate Dean Constable's decision to the A&S Council. Dean Cooper explained that A&S needs someone who can assume the Associate Dean responsibilities for a three year term, and invited the Council members to call or e-mail suggestions for possible candidates.

Dean Cooper thanked Associate Dean Constable for working with A&S for the last six years, and for the role she has taken in building joint programs that will open a way to develop strong graduate majors.

Dean Cooper answered questions presented by Council members regarding the formal requirements for the position of Associate Dean and expanded on the description and responsibilities of the position especially a strong record of achievement in graduate education.

7. Other Business

With no other business the meeting was adjourned at 3:30 p.m.

**Minutes of the Meeting of
A&S Planning and Budgeting Committee**
Held on Friday, February 18, 2011 at 10:00 a.m.
In 910 Cathedral of Learning

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean W. Richard Howe, Associate Dean Nicole Constable, Associate Dean John Twynning, Associate Dean Kelly Otter, Senior Director of Undergraduate Studies Judith McConnaha, Senior Assistant Dean Michelle Amato, Professor Linda Jen-Jacobson and Staff Representatives Elizabeth Conforti and Georgia Spears and Student Representative Megan Julian

NOT ATTENDING: Assistant Dean Barbara Vattimo, Director of Communications Carol Mullen, Professors Donald Bonidie, Jerome Branche, James Cassing, Susan Harris Smith, Randall Walsh and Stephen Weber and Student Representative Julia Bursten

1. Minutes of the meeting held on February 11, 2011

Dean Cooper presented the minutes of the meeting held on February 11, 2011. Staff Representative Elizabeth Conforti moved that the minutes be accepted and the minutes were unanimously approved.

2. Dean's Report

Dean Cooper reported the 2011 Arts and Sciences Faculty Award Winners. Chancellor's Distinguished Teaching was awarded to Professor Graham Hatfull; Chancellor's Distinguished Research was awarded to Professors Jeremy Levy (Senior Category), Edouard Machery (Junior Category), John Norton (Senior Category), and Alexander Star (Junior Category); Chancellor's Distinguished Public Service was awarded to Professor Laurence Glasco; and Ampco-Pittsburgh Excellence in Advising was awarded to Professor Anthony Novosel.

With these awards we now have two triple award winners with the Teaching Award and both the Junior and Senior Research Awards—Graham Hatfull (Biological Sciences) and Jeremy Levy (Physics and Astronomy).

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

Dean Cooper reported that there is no update on the budget. The new Governor is required to propose a budget to the legislature by March 1, 2011.

4. Review of Planning Document Material (Dean N. John Cooper)

- a. Review of additional material covering the College of General Studies that will appear in the undergraduate curriculum strategic priority (Associate Dean Kelly Otter)
 - i.) New Objective on Three Rivers Workforce Investment Board certification
 - ii.) Veterans Services section

The Committee reviewed the material covering the College of General Studies that will appear in the undergraduate curriculum strategic priority dealing with a New Objective on Three Rivers Workforce Investment Board certification and the Veterans Services sections of the Planning Document. Associate Dean Kelly Otter discussed the material. Professor Jen-Jacobson commented on the template and layout of the document. The Committee agreed with the comment and was satisfied with the content.

b. Review of the Graduate Assessment section of the Planning Document (Associate Dean Nicole Constable)

The Committee reviewed the Graduate Assessment section of the Planning Document drafted by Associate Dean Nicole Constable. She discussed the material and the Committee was satisfied with the content.

c. Review of material covering the Undergraduate Studies that will appear in the undergraduate curriculum strategic priority and deal with: (Associate Dean John Twyning)

- i.) E-Services
- ii.) Academic Resource Center (ARC)
- iii.) ARC section for diversity strategic priority
- iv.) Student Support Services (SSS)
- v.) Advising Center
- vi.) Upward Bound

The Committee reviewed the material that will appear in the undergraduate curriculum strategic priority dealing with the sections mentioned above of the Planning Document drafted by Associate Dean John Twyning and Senior Director of Undergraduate Studies Judith McConnaha. They discussed each section presented and discussion ensued among the Committee members. Professor Jen-Jacobson emphasized the value of using quantitative measures. The Committee was satisfied with the content with some minor changes mentioned.

d. Other Business

With no further business the meeting adjourned at 11:05 a.m.

**Minutes of the Meeting of
A&S Planning and Budgeting Committee**
Held on Wednesday, February 23, 2011 at 1:00 p.m.
In 910 Cathedral of Learning

ATTENDING: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Associate Dean W. Richard Howe, Senior Assistant Dean Michelle Amato, Assistant Dean Barbara Vattimo, Associate Dean Nicole Constable, Associate Dean John Twyning, Associate Dean Kelly Otter, Senior Director of Undergraduate Studies Judith McConnaha, Director of Communications Carol Mullen, Professors James Cassing and Randall Walsh, Staff Representatives Elizabeth Conforti and Georgia Spears and Student Representative Julia Bursten and Megan Julian

NOT ATTENDING: Professors Donald Bonidie, Jerome Branche, Linda Jen-Jacobson, Susan Harris Smith, and Stephen Weber

1. Minutes of the meeting held on February 18, 2011

Dean Cooper presented the minutes of the meeting held on February 18, 2011. Associate Dean Nicole Constable moved that the minutes be accepted and Associate Dean John Twyning seconded the motion. The minutes were unanimously approved.

2. Dean's Report

Dean Cooper reported that there is no update on the Dean's Report.

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

Dean Cooper reported that there is no update on the budget. The new Governor is required to propose a budget to the legislature by March 1, 2011.

4. Review of Planning Document Material (Dean N. John Cooper)

a. Review of the Arts and Sciences Budget section of the Planning Document (Dean N. John Cooper)

- i.)** Arts and Sciences Sources and Uses Chart
- ii.)** School of Arts and Sciences Budget plan

The Committee reviewed the Arts and Sciences Budget section of the Planning Document dealing with the Arts and Sciences Sources and Uses Chart and School of Arts and Sciences Budget plan. Dean N. John Cooper discussed the material. He explained what each entity entails on the A&S Sources and Uses Chart. The Committee was satisfied with the content.

b. Review of material covering the Undergraduate Studies that will appear in the undergraduate curriculum strategic priority and deal with: (Associate Dean John Twyning)

- i.)** Freshman Programs (FP)
- ii.)** Undergraduate International Experience
- iii.)** Office of Experiential Learning (OEL)

The Committee reviewed the material that will appear in the undergraduate curriculum strategic priority dealing with the

sections mentioned above of the Planning Document drafted by Associate Dean John Twynning and Senior Director of Undergraduate Studies Judith McConaha. They discussed each section presented and discussion ensued among the Committee members. The Committee was satisfied with the content with some minor changes mentioned.

c. Other Business

With no further business the meeting adjourned at 1:55 p.m.

Minutes of the Meeting of A&S Planning and Budgeting Committee

Held on Wednesday, March 7, 2011 at 1:00 p.m.
In 910 Cathedral of Learning

Attending: Dean N. John Cooper (Chair), Senior Associate Dean James Knapp, Assistant Dean Barbara Vattimo, Associate Dean Nicole Constable, Associate Dean Kelly Otter, Professors Randall Walsh, Don Bonidie, Jerome Branche, Steve Weber, Staff Representatives Georgia Spears, Liz Conforti, Not attending: Associate Dean W. Richard Howe, Associate Dean John Twynning, Senior Assistant Dean Michele Amato, Senior Director of Undergraduate Studies Judith McConaha, Director of Communications, Carol Mullen, Professors James Cassing, Linda Jen-Jacobson, Susan Harris Smith, Student Representative Julia Bursten and Megan Julian

1. Minutes of the meeting held on February 23, 2011

Dean Cooper presented the minutes of the Feb. 23rd meeting. There was a correction made of the spelling of Dr. Twynning's name. Professor Randal Walsh moved that the minutes be accepted and Associate Dean Otter seconded the motion. Minutes approved.

2. Dean's Report

3. Report on the Budget

The Dean reported that tomorrow, March 8th, the Governor will present a budget proposal. There could be a cut in the state appropriation, but we have yet to see.

4. Fiscal year 2012 Budget Responsibility Center Planning Information

School of Arts and Sciences

The Dean reminded the Committee that the financial details of FY2010 expenditures and projected FY2011 expenditures

are confidential, and the committee then reviewed information in detail. The Dean answered questions with respect to a number of specific items.

5. Fiscal Year 2012 Budget Responsibility Center Planning Information

College of General Studies

The Dean reminded the Committee that the financial details of FY2010 expenditures and projected FY2011 expenditures are confidential, and the committee then reviewed information in detail. The Dean answered questions with respect to a number of specific items.

The Dean indicated that one additional meeting would be needed but that he intended to finish the planning document by St. Patrick's Day.

6. With no other business the meeting adjourned at 2:10 p.m.

ARTS AND SCIENCES UNDERGRADUATE COUNCIL

Minutes of the Meeting held Thursday, February 25, 2011
140 Thackeray Hall at 10:00 a.m.

In attendance: John Twynning (chair), Elizabeth Taylor (secretary), G. Reid Andrews, Kirsten Fudeman, Paula Grabowski, Adriana Helbig, Neepa Majumdar, Judy McConaha, Susan Sesack, Anna Vainchtein, Pooja Patel, Jacob Robbins, Alexander Zimmerman

Not attending: Sourav Bhattacharya, Jaime Levine, Cody Weiss

1. Minutes

Minutes from the meeting on January 20, 2011 were approved.

2. New Business

Approved new courses

SLAV 1050 Computational Methods in the Humanities: Also approved to fulfill the Quantitative and Formal Reasoning General Education Requirement

Existing courses approved to fulfill a General Education Requirement

RUSS 0090 Russian Fairy Tales: Approved to fulfill the Literature requirement

RELGST 1557 Buddhist Lives: Approved to fulfill the Non-Western Culture requirement

Approved revisions to departmental bylaws to allow internal approval new courses

Department of Slavic Languages & Literatures

**ARTS AND SCIENCES
UNDERGRADUATE COUNCIL**

Minutes of the Meeting held Thursday, January 20, 2011
140 Thackeray Hall at 2:00 p.m.

In attendance: John Twyning (chair), Elizabeth Taylor (secretary), G. Reid Andrews, Kirsten Fudeman, Paula Grabowski, Judy McConnaha, Neepa Majumdar, Susan Sesack, Pooja Patel, Jacob Robbins, Cody Weiss, Alexander Zimmerman

Not attending: Sourav Bhattacharya, Adriana Helbig, Anna Vainchtein, Jaime Levine

1. Arts and Sciences Undergraduate Council formally acknowledged G. Reid Andrews' service as interim chair during the fall 2010 term.

2. Minutes

Minutes from the meeting on December 10, 2010 were approved.

3. New Business

Approved new courses

LING 1727 Topics in Sign Language

Approved revisions to departmental bylaws to allow internal approval new courses

Department of English

Department of French & Italian Languages & Literatures

Revisions to existing majors

Biological Sciences honors major

Spanish major