

School of Arts & Sciences Gazette

Faculty Research Grants 2008 Winners

The Faculty Grants Committee announces the winners of the 2008 Faculty Research Grants Competition. Individual grants were made in two categories:

TYPE I. THIRD TERM RESEARCH STIPENDS

Margaret Judd	Anthropology
Kimberly Latta	English
Ben Lerner	English
Gabriella Lukacs	Anthropology
Dawn Lundy Martin	English
Lara Putnam	History
Burcu Savun	Political Science
Lenore Thomas	Studio Arts
Courtney Weikle-Mills	English

TYPE II. RESEARCH EXPENSE GRANTS

Marc Bermann	Anthropology
Jane Gary Harris	Slavic Languages & Literatures
Adam Lowenstein	English

Arts and Sciences Council Meeting Minutes

FRIDAY, JANUARY 18, 2008 - 10:00 A.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp (Vice Chair); Associate Deans Nicole Constable and Juan J. Manfredi; Professors Jean Ferguson Carr, Kathleen DeWalt, Linda Jen-Jacobson, Peter Koehler, Ronald Linden, Jonathan Scott, and David Turnshek

Not Attending: Senior Assistant Dean Michelle L. Amato; Professors Renate Blumenfeld-Kosinski, David DeJong, Stuart Hastings, Eric Moe, and Mathew Rosenblum

1. Minutes of the A&S Council Meeting Held on December 10, 2007

Associate Dean Nicole Constable requested that two changes be made to the Arts and Sciences Graduate Council report. Professor Kathleen DeWalt made a motion to accept the minutes as amended. That motion was seconded by Professor Jean Ferguson Carr and carried unanimously.

2. Dean's Report

- **David Lewis**, Professor of Psychiatry, Cell Biology, and Physiology with a secondary appointment, **was elected as a member of the Institute of Medicine.**
- *Derek*, a film about **Derek Jarman**, the British independent film director, **will be shown at Sundance and at the Berlin Film Festival. This film was produced by Colin MacCabe**, Distinguished Professor of English and Film Studies.

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3. Report from A&S Undergraduate Council

Associate Dean Manfredi reported that the Arts and Sciences Undergraduate Council met on January 15 to discuss the assessment of the General Education Requirements. Council identified courses that students commonly use to fulfill the General Education Requirements and are now beginning the process of contacting Department Chairs to identify learning outcomes for these courses. Dean Manfredi noted that this is step one in a process of assessing our General Education Requirements.

Professor Jean Ferguson Carr put forth a motion to accept the report from Arts and Sciences Undergraduate Council. That motion was carried unanimously.

4. Report from A&S Graduate Council

Associate Dean Constable reported that the Arts and Sciences Graduate Council met on January 11. The Council updated plans for TA/TF reviews in the Departments of Chemistry and Physics. They also made a general clarification regarding GSA duties and TA/TF duties and distributed information that defined these roles. Professional development activities at the Departmental level were also discussed. The Council will be exploring the professional development activities that were most successful for future use.

Professor Peter Koehler put forth a motion to accept the report from the Arts and Sciences Graduate Council. That motion was carried unanimously.

5. Set Dates and Agenda Items for Full Faculty Meeting

Dean Cooper presented three possible dates for the Full Faculty Meeting. The council decided that the Full Faculty Meeting will be held at 1 p.m. on Tuesday, February 19, 2008.

6. Other Business

With no further business the meeting was adjourned at 10:54 a.m.

Arts and Sciences Council Meeting Minutes

MONDAY, FEBRUARY 11, 2008 - 3:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp (Vice Chair); Associate Deans Nicole Constable and Juan J. Manfredi; Senior Assistant Dean Michelle L. Amato; Professors Jean Ferguson Carr, David DeJong, Kathleen DeWalt, Stuart Hastings, Linda Jen-Jacobson, Peter Koehler, Ronald Linden, Mathew Rosenblum, and Jonathan Scott

Not Attending: Professors Renate Blumenfeld-Kosinski, Eric Moe, and David Turnshek

1. Minutes of the A&S Council Meeting Held on January 18, 2008

Dean Cooper presented the minutes of the meeting held on January 18, 2008. Professor Jean Ferguson Carr made a motion to approve the minutes and it was carried unanimously.

2. Dean's Report

- **Carol Lynch**, Assistant to the Associate Dean for Undergraduate Studies, **received the 2008 Chancellor's Award for Staff for Excellence in Service to the University.**
- **Bard Ermentrout**, University Professor of Computational Biology and Professor of Mathematics, **received the 2008 Chancellor's Distinguished Research Award.**
- **Peter Wipf**, University Professor of Chemistry, **received the 2008 Chancellor's Distinguished Research Award.**
- **William Klein**, Associate Professor of Psychology, **received the 2008 Chancellor's Distinguished Teaching Award.**
- **Jeffrey Brodsky**, Avinoff Professor of Biological Sciences, **received the 2008 Chancellor's Distinguished Teaching Award.**

3. Report from A&S Undergraduate Council

Associate Dean Manfredi reported that the Arts and Sciences Undergraduate Council had not met since the last Arts and Sciences Council meeting. This report was accepted by Council.

4. Report from A&S Graduate Council

Associate Dean Constable reported that the Arts and Sciences Graduate Council had not met since the last Arts and Sciences Council meeting. This report was accepted by Council.

5. Extension of Term of Office of Associate Dean Nicole Constable

Dean Cooper explained that the typical term of office for an Associate Dean is three years. Because of her excellent service as Associate Dean for Graduate Studies, Dean Cooper nominated Associate Dean Nicole Constable for a one-year extension of her current position. Professor Peter Koehler moved to accept Dean Cooper's nomination. Professor Jonathan Scott seconded the nomination and it was approved unanimously.

6. Other Business

The Council discussed the upcoming Full Faculty Meeting. They reviewed the structure of the assessment process for General Education courses and requirements and Associate Dean Manfredi noted that he will be presenting an update on the General Education assessment to the faculty at the meeting.

With no further business the meeting was adjourned at 3:37 p.m.

Arts and Sciences Council Meeting Minutes

MONDAY, MARCH 17, 2008 - 3:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp (Vice Chair); Associate Deans Nicole Constable and Juan J. Manfredi; Professors Jean Ferguson Carr, David DeJong, Kathleen DeWalt, Linda Jen-Jacobson, Peter Koehler, and Jonathan Scott

Not Attending: Senior Assistant Dean Michelle L. Amato; Professors Renate Blumenfeld-Kosinski, Stuart Hastings, Ronald Linden, Eric Moe, Mathew Rosenblum, and David Turnshek

1. Minutes of the Meeting Held on February 11, 2008

Dean Cooper presented the minutes of the meeting held on February 11, 2008. Professor Jean Ferguson

Carr made a motion to approve the minutes. Professor Linda Jen-Jacobson seconded the motion and it was carried unanimously.

2. Dean's Report

Dean Cooper noted that the University has entered its annual budget cycle. The Council, along with the Dean, discussed the external variables likely to impact next year's budget.

3. Report from A&S Undergraduate Council

Associate Dean Manfredi reported that the Arts and Sciences Undergraduate Council met on March 7, 2008. Council approved a change to the Political Science major, making the new requirement 33 credits. They also approved a new history course for an Independent Study in the Czech Republic and Poland, and discussed Writing Across the Curriculum. The next meeting of the Arts and Sciences Undergraduate Council is scheduled for March 28, 2008.

Professor Peter Koehler put forth a motion to accept the report from Arts and Sciences Undergraduate Council. That motion was seconded by Professor Kathleen DeWalt and was carried unanimously.

4. Report from A&S Graduate Council

Associate Dean Constable reported that the Arts and Sciences Graduate Council met on February 29, 2008. They updated the TA/TF review procedures for Chemistry and Physics. They reviewed professional development activities at the departmental level. They discussed what activities have been done well, and they also discussed the possibility of approaching those departments to obtain more information. Arts and Sciences Graduate Council directed Associate Dean Constable to discuss the possible presentation of this information with Vice Provost Beeson.

Associate Dean Constable also reported that the NRC data will be delayed.

Professor Kathleen DeWalt put forth a motion to accept the report from Arts and Sciences Graduate Council. That motion was seconded by Professor Jonathan Scott and was carried unanimously.

5. Request from the “Department of Germanic Languages and Literatures” for a Name Change to the “Department of German”

Senior Associate Dean Knapp presented a request from the Department of Germanic Languages and Literatures to change its current name to the Department of German. Council discussed the current name, and found that it did not accurately represent the Department. Associate Deans Constable and Manfredi reported that the Department awards degrees in German at the undergraduate level and Germanic Languages and Literatures at the graduate level. They discussed the effects of a departmental name change on the degrees, and noted that Arts and Sciences Graduate Council would need to approve that change.

Professor Peter Koehler moved to approve the change from the Department of Germanic Languages and Literatures to the Department of German. Professor Linda Jen-Jacobson seconded the motion and it was approved unanimously.

6. Other Business

With no further business the meeting was adjourned at 3:25 p.m.

**Arts and Sciences Planning and Budgeting
Committee Meeting Minutes**

FRIDAY, JANUARY 11, 2008 - 10:00 A.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans Nicole Constable, W. Richard Howe, and Juan J. Manfredi; Senior Assistant Dean Michelle L. Amato; Assistant Dean Barbara L. Vattimo; Director of Communications Carol Mullen; Professors Marla Ripoll, Jonathan Scott, and Craig Wilcox; Ms. Patricia Cochran

Not Attending: Professors Jean Ferguson Carr and Peter Siska; Ms. Nancy Sciulli

1. Minutes of the Meeting Held on November 19, 2007

Dean Cooper presented the minutes of the meeting held on November 19, 2007. Professor Marla Ripoll put forth a motion to approve the minutes. The

motion was seconded by Professor Jonathan Scott and carried unanimously.

2. Dean’s Report

The Dean’s report was tabled until the next meeting.

3. General Education Assessment

Associate Dean Manfredi provided the committee with an update on planning for assessment of the courses that fulfill the General Education Requirements (GERs). He presented data compiled by the data team showing which courses students choose to fulfill specific GERs, and used the Creative Expression and Algebra requirements as examples. He indicated that departments would be asked to assess the most important courses used to meet each of the GERs and that Arts and Sciences Council could then review how appropriately the courses met their associated GER.

4. Planning Document

Dean Cooper proposed that this year’s Planning Document would be a report on and an update of last year’s five-year strategic plan. The plan would represent our mission statement, rearticulate last year’s strategic priorities, report on last year’s actions, and present new actions for next year. He suggested to the committee that we can use the format of annual updates for up to four years, or until circumstances require major adjustments in our strategic priorities. He noted that we are doing well in addressing our strategic priorities, and pointed out how well our mission aligns with the mission statement of the University.

Dean Cooper outlined the next steps we need to take in preparing the Planning Document. He noted that Jessica Freeman would be contacting the deans for information on sections that fell under their jurisdiction, and that by the next meeting of the A&S-PBC he expects to have four to five pages of the document drafted. The final copy will be due to the Provost on March 3, 2008, and the contact will be Robert Pack, Vice Provost for Academic Planning and Resource Management.

5. Other Business

With no further business the meeting adjourned at 10:52 a.m.

Arts and Sciences Planning and Budgeting Committee Meeting Minutes

WEDNESDAY, JANUARY 16, 2008 - 3:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans Nicole Constable, W. Richard Howe, and Juan J. Manfredi; Senior Assistant Dean Michelle L. Amato; Assistant Dean Barbara L. Vattimo; Director of Communications Carol Mullen; Professors Jean Ferguson Carr, Marla Ripoll, Jonathan Scott, and Craig Wilcox; Ms. Patricia Cochran, Ms. Nancy Sciulli, and Ms. Judy Stern

Not Attending: Professor Peter Siska, Ms. Kristen Flanagan, Ms. Amanda Garner, and Ms. Shelagh Patterson

1. Minutes of the Meeting Held on January 11, 2008

Dean Cooper presented the minutes of the meeting held on January 11, 2008. Ms. Judy Stern noted that she was present for the meeting. It was also noted that the year was incorrect. Associate Dean Juan Manfredi put forth a motion to approve the minutes. The motion was seconded by Professor Marla Ripoll and carried unanimously.

2. Dean's Report

The Dean's report was tabled until the next meeting.

3. Planning Document

Dean Cooper presented two revised sections of the Planning Document to the committee—the introduction and the strategic priority focusing on development. He emphasized the importance of keeping the document dynamic, showing the completion of old goals and creating new ones where appropriate. He again noted that we are doing well in addressing our strategic priorities.

Dean Cooper noted that he expected to have two to three sections of the Planning Document drafted for the next meeting, and that this would put the committee close to halfway through the document.

4. Other Business

With no further business the meeting adjourned at 3:46 p.m.

Arts and Sciences Planning and Budgeting Committee Meeting Minutes

FRIDAY, FEBRUARY 1, 2008 - 10:00 A.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans Nicole Constable, W. Richard Howe, and Juan J. Manfredi; Senior Assistant Dean Michelle L. Amato; Assistant Dean Barbara L. Vattimo; Director of Communications Carol Mullen; Professors Jean Ferguson Carr and Marla Ripoll; Ms. Nancy Sciulli and Ms. Judy Stern

Not Attending: Professors Jonathan Scott, Peter Siska, and Craig Wilcox; Ms. Patricia Cochran, Ms. Kristen Flanagan, Ms. Amanda Garner, and Ms. Shelagh Patterson

1. Minutes of the Meeting Held on January 16, 2008

Dean Cooper presented the minutes of the meeting held on January 16, 2008. Professor Jean Ferguson Carr put forth a motion to approve the minutes. The motion was seconded by Ms. Judy Stern and carried unanimously.

2. Dean's Report

The Dean's report was tabled until the next meeting.

3. Planning Document

Dean Cooper presented two revised sections of the Planning Document to the committee—the strategic priority focusing on assessment and the strategic priority focusing on communication. The committee reviewed each section and discussed our progress on completing our goals.

Dean Cooper emphasized that some of our strategic priorities are likely to be complete by the end of this five year cycle, and that this would allow us to focus on the next generation of challenges.

4. Other Business

Dean Cooper discussed the timeline for the completion of the Planning Document. He expects to review several sections at each meeting of the A&S-PBC in February in order to meet the deadline of March 3, 2008.

With no further business the meeting adjourned at 11:07 a.m.

**Arts and Sciences Planning and Budgeting
Committee Meeting Minutes**

FRIDAY, FEBRUARY 8, 2008 - 10:00 A.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans Nicole Constable, W. Richard Howe, and Juan J. Manfredi; Senior Assistant Dean Michelle L. Amato; Director of Communications Carol Mullen; Professors Jean Ferguson Carr, Marla Ripoll, Jonathan Scott, and Craig Wilcox; Ms. Patricia Cochran, Ms. Nancy Sciulli, and Ms. Judy Stern

Not Attending: Assistant Dean Barbara L. Vattimo, Professor Peter Siska, Ms. Amanda Garner, and Ms. Shelagh Patterson

1. Minutes of the Meeting Held on February 1, 2008

Dean Cooper presented the minutes of the meeting held on February 1, 2008. Ms. Nancy Sciulli put forth a motion to approve the minutes. The motion was seconded by Senior Associate Dean James Knapp and carried unanimously.

2. Dean's Report

- **Carol Lynch**, Assistant to the Associate Dean for Undergraduate Studies, **received the 2008 Chancellor's Award for Staff for Excellence in Service to the University.**
- **Bard Ermentrout**, University Professor of Computational Biology and Professor of Mathematics, **received the 2008 Chancellor's Distinguished Research Award.**
- **Peter Wipf**, University Professor of Chemistry, **received the 2008 Chancellor's Distinguished Research Award.**
- **William Klein**, Associate Professor of Psychology, **received the 2008 Chancellor's Distinguished Teaching Award.**
- **Jeffrey Brodsky**, Avinoff Professor of Biological Sciences, **received the 2008 Chancellor's Distinguished Teaching Award.**

3. Planning Document

Dean Cooper presented first drafts of two sections of the Planning Document to the committee—the stra-

tegic priority focusing on faculty and the strategic priority focusing on graduate studies. The committee reviewed each section in depth, and comments will be incorporated in the next drafts.

4. Other Business

With no further business the meeting adjourned at 11:24 a.m.

**Arts and Sciences Planning and Budgeting
Committee Meeting Minutes**

WEDNESDAY, FEBRUARY 13, 2008 - 3:00 P.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Deans Nicole Constable, W. Richard Howe, and Juan J. Manfredi; Senior Assistant Dean Michelle L. Amato; Assistant Dean Barbara L. Vattimo; Director of Communications Carol Mullen; Professors Jean Ferguson Carr, Marla Ripoll, Jonathan Scott, and Craig Wilcox; Ms. Patricia Cochran and Ms. Nancy Sciulli

Not Attending: Professor Peter Siska, Ms. Amanda Garner, Ms. Shelagh Patterson, and Ms. Judy Stern

1. Minutes of the Meeting Held on February 8, 2008

Dean Cooper presented the minutes of the meeting held on February 8, 2008. Professor Craig Wilcox requested that the minutes reflect that Professor Peter Wipf is a member of the Department of Chemistry. There was no vote on the minutes.

2. Dean's Report

The Dean's report was tabled until the next meeting.

3. Planning Document

Dean Cooper presented first drafts of the Arts and Sciences component of the Undergraduate Studies strategic priority to the committee. The committee reviewed the section in depth, and comments will be incorporated in the next drafts.

4. Other Business

With no further business the meeting adjourned at 3:47 p.m.

Arts and Sciences Planning and Budgeting Committee Meeting Minutes

FRIDAY, FEBRUARY 22, 2008 - 10:00 A.M.

In Attendance: Dean N. John Cooper (Chair); Senior Associate Dean James F. Knapp; Associate Dean Kelly Otter; Senior Assistant Dean Michelle L. Amato; Assistant Dean Barbara L. Vattimo; Director of Communications Carol Mullen; Professor Marla Ripoll

Not Attending: Associate Deans Nicole Constable, W. Richard Howe, and Juan J. Manfredi; Professors Jean Ferguson Carr, Jonathan Scott, Peter Siska, and Craig Wilcox; Ms. Patricia Cochran, Ms. Amanda Garner, Ms. Shelagh Patterson, Ms. Nancy Sciulli, and Ms. Judy Stern

1. Minutes of the Meeting Held on February 13, 2008

Dean Cooper presented the minutes of the meeting held on February 13, 2008. The minutes were approved by Professor Marla Ripoll.

2. Dean's Report

The Dean's report was tabled until the next meeting.

3. Selection of Arts and Sciences Representatives to Provost's PBC

Dean Cooper explained the process of nominating committee members to the Provost's Planning and Budgeting Committee. He noted that we are asked to nominate three elected faculty members from the A&S-PBC to serve two calendar year terms. As there are only three directly elected faculty members currently serving on the A&S-PBC (the other elected faculty members are elected indirectly from the Arts and Sciences Council), the Dean will forward those names to the Provost.

4. Fiscal Year 2009 Budget Responsibility Center Planning Information for the School of Arts and Sciences

Dean Cooper presented the Fiscal Year 2009 Budget Responsibility Center Planning Information for the School of Arts and Sciences provided by the Office of Financial Information to the committee. He reviewed

and discussed the contents, and indicated that any committee member not present may consult the material in the Dean's office.

5. Fiscal Year 2009 Budget Responsibility Center Planning Information for the College of General Studies

Dean Cooper presented the Fiscal Year 2009 Budget Responsibility Center Planning Information for the College of General Studies provided by the Office of Financial Information to the committee. He reviewed and discussed the contents, and indicated that any committee member not present may consult the material in the Dean's office.

6. Planning Document

- a. Dean Cooper presented the first draft of the College of General Studies component and the second draft of the Arts and Sciences component of the Undergraduate Studies strategic priority to the committee. The committee reviewed the section in depth, and comments will be incorporated in the next drafts.
- b. Dean Cooper also presented the budget strategic priority to the committee. The committee reviewed the section in depth, and comments will be incorporated in the next drafts.

7. Other Business

With no further business the meeting adjourned at 11:15 a.m.

Arts and Sciences Graduate Council Meeting Minutes

FRIDAY, JANUARY 11, 2008

In Attendance: Stephen Carr, Nicole Constable, Alejandro de la Fuente, Kristen Flanagan, Balazs Gyenis, Ann Sutherland Harris, Scott Morgenstern, Hille Paakkunainen, Linda Penkower, and Linda Rinaman

Not Attending: Benjamin Cavallari, Kristin Harnett, and William Saunders

1. Minutes of October 19, 2007 were accepted and approved by council.

2. **Update on TA/TF Reviews.** Meeting times for the subcommittee to meet with the Department of Chemistry have been confirmed. The Physics letter will be delivered today.
3. **Professional Development Activities.** The Council members have reviewed the professional development materials provided by Arts and Sciences departments. A student member checked with the GSO regarding graduate student perceptions of their departments' professional development activities. Their perceptions differ from those of the department administrators. This might stem from a lack of clear communication. Students might participate in informal departmental activities not realizing their importance to professional development, since they are not always labeled as such. Also, many professional development activities are more relevant to advanced students who are on the job market or working on publications, so students in their first few years may be less aware of existing activities.

The Council found that most departmental professional development activities are offered on an *ad hoc* basis, provided by the advisor/mentor, or provided in extracurricular seminars and workshops. Regarding the extracurricular activities students have a tendency not to invest as much time and energy in the workshops as they might if they were receiving course credit. One Council member suggested that more activities be directed toward first and second year students so that they realize early on what is expected of them. Most departments have job-search related activities including practice talks and mock interviews. Several departments expressed a desire for a technical writing in the sciences course or workshop, and a grant writing workshop in the humanities. It was suggested that funds to organize or support these areas would be beneficial. Associate Dean Constable will look into that possibility. One suggestion was to ask Survival Skills to have a grant writing workshop for the humanities with faculty members to assist in making it more specific to their discipline since their general information is not compatible to everyone. Another suggestion is to offer a Saturday or once a term credit/noncredit workshop in cooperation with other departments (checking with chairs and directors of graduate studies to determine if there is an interest) and with rotating instructors. Another suggestion was to try to secure funds to offer alumni visits and lectures.

Council agreed that for the next meeting each council member will review materials from the departments in their own division and will pick a few activities that they think will set good examples to present to directors of graduate studies.

Runette Brown will compile a chart that shows succinctly what is currently offered in the ways of professional development activities by each department. This chart will be made available to directors of graduate studies so that they can see what is offered by other departments and where there might be shared interests or room for cooperation and collaboration.

4. **GSA Salaries.** Associate Dean Constable distributed to council information regarding definitions and salaries of TAs, GSAs, and GSRs. She indicated that the different stipend rates were set by the Provost's Office. Most departments use GSAs as they are defined by the School of Arts and Sciences. Departments that have GSA positions should use them in accord with the existing definition or should approach the Dean's office about reclassifying them and paying them according to a different scale. Question arose as to why the GSR maximum stipend is so much higher than TA/TFs. This has to do with funds made available to PIs. GSRs receive health insurance coverage as do TA/TFs/GSAs.
5. **Dean's Announcements.** The NRC data will be delayed until June 2008.
6. **New Business.** There was no new business. Meeting was adjourned.

Arts and Sciences Graduate Council Meeting Minutes

FRIDAY, FEBRUARY 29, 2008

In Attendance: Stephen Carr, Nicole Constable, Alejandro de la Fuente, Kristen Flanagan, Balazs Gyenis, Kristin Harnett, Ann Sutherland Harris, Scott Morgenstern, Linda Penkower, Linda Rinaman, and William Saunders

Not Attending: Benjamin Cavallari (resigned) and Hille Paakkunainen

1. January 11, 2008 meeting minutes were accepted and approved unanimously by Council.

2. **Update on TA/TF Reviews.** The subcommittee for Chemistry has met with faculty and students. The subcommittee for Physics and Astronomy has met with faculty and will meet with the students this afternoon. Associate Dean Nicole Constable asked that a draft of the subcommittees' reports be submitted as soon as possible so that they can be circulated to the other Council members, and to the departments requesting a response before Council's April meeting.

3. **Professional Development Activities.** Associate Dean Constable had asked the Council members to review the department responses in their division for those practices they felt were noteworthy. Council thought that posting such information on department Web sites could give potential students a better picture of what the department offers. This review might show that some departments could collaborate on certain activities. It was noted that most departments are providing professional development mentoring on an informal basis or as non-credit seminars.

Council members observed that several Humanities departments would like a workshop on grant writing, and that several Natural Sciences departments would like a workshop or course on professional, scientific writing. Council members noted that good writing involves more than just a few meetings. It was also noted that the Writing Center and Writing Across the Curriculum already exist.

Council members agreed that mentoring groups, visits from recent alumni, more information about job talks and interviews, students serving on search committees, opportunities for students to critique each other's work, and requiring annual updates of graduate student CVs are all valuable.

Associate Dean Constable will talk to Director of Communications Carol Mullen about how best to circulate information about best practices in graduate student professional development.

4. Dean's Announcements

a. Associate Dean Constable informed Council of the Grad Expo that is to take place on Tuesday, March 4, 2008.

b. The NRC data is due to be released in late spring or early summer.

5. **New Business.** There was no new business. Meeting was adjourned.

Arts and Sciences Graduate Council Meeting Minutes

FRIDAY, APRIL 11, 2008

In Attendance: Nicole Constable, Alejandro de la Fuente, Balazs Gyenis, Kristin Harnett, Ann Sutherland Harris, Scott Morgenstern, and Linda Rinaman

Not Attending: Stephen Carr, Kristen Flanagan, Hille Paakkunainen, Linda Penkower, and William Saunders

1. February 29, 2008 meeting minutes were accepted and approved by Council.

2. **Update on TA/TF Reviews.** Council reviewed the TA/TF reviews. The Council suggested minor editorial changes to the Chemistry and Physics reports. Those changes will be added and then Associate Dean Constable will write a cover letter to accompany the reports and will send them to the respective department requesting a response. Once the response is received it will be distributed to the Council.

3. **Department of Music Proposal for Jazz Studies Concentration.** Associate Dean Constable began the discussion with the definition of a concentration (according to University policy) as a specialization within a degree. The Council thought that this concentration was well aligned with the strengths of the department, would attract strong graduate students, and would be beneficial on the job market. The Council strongly endorsed the intellectual purpose of the proposal but had some concerns regarding logistics. Although the Council thought the academic merits were great, they also thought the department should have scenarios in place in case optimal funding was not available, by decreasing the number of graduate students, number of new courses, and resources required. Seven members supported the motion to support the proposal but to voice logistical concerns, and one abstained.

4. **Name Change for the MA and PhD Degrees in German Languages & Literatures.** The A&S Council approved the department name change from Germanic Languages and Literatures to German last month. The department is now seeking approval to change the name of the MA and PhD majors to German Studies. The motion for approval was seconded and approved by all Council members present.

5. **Dean's Announcements**

a. Vice Provost Patricia Beeson is considering Council's suggestions regarding Professional Development activities for Arts and Sciences graduate students. Director of Communications Carol Mullen suggested that an effective way of communicating "best practices" to departments is to have a panel of department representatives present them to the directors of graduate studies (with a handout).

b. NRC results have been delayed until fall.

6. **New Business.** There was no new business. Meeting was adjourned.

**Arts and Sciences Undergraduate Council
Meeting Minutes**
TUESDAY, JANUARY 15, 2008 - 2:00 P.M.

In Attendance: Associate Dean Juan J. Manfredi (Chair), Christian Gerlach, Michael Goodhart, David Pratt, Francesca Savoia, Janyce Wiebe, and Ronald Zboray

Not Attending: Lisa Brush, Chandralekha Singh, Oscar Swan, and student representatives (unnamed)

1. **Miscellaneous Business**

Arts and Sciences Undergraduate Council met specifically to lay out an assessment plan for the General Education Requirements. Members discussed how to go about the assessment and elected to develop one matrix per requirement group, assess select courses in each requirement group, and invite instructors of the selected courses to formulate learning objectives to be measured.

This meeting was the first of two special meetings to address the General Education Assessment issue.

Minutes from the December 7, 2007 meeting will be addressed in the first regular meeting on March 7, 2008.

**Arts and Sciences Undergraduate Council
Meeting Minutes**
MONDAY, JANUARY 28, 2008 - 2:00 P.M.

In Attendance: Associate Dean Juan J. Manfredi (Chair), Lisa Brush, Christian Gerlach, Michael Goodhart, David Pratt, Francesca Savoia, Chandralekha Singh, Oscar Swan, Janyce Wiebe, and Ronald Zboray

Not Attending: Student representatives (unnamed)

1. **Minutes**

Minutes from the meeting on January 15, 2008 were approved.

2. **Miscellaneous Business**

Arts and Sciences Undergraduate Council met specifically to lay out an assessment plan for the General Education Requirements. Members unanimously approved the three-year plan as follows:

Year 1: Foreign Language, Natural Sciences, and Literature General Education Requirements, and the Writing (W-course) requirement will be assessed.

Year 2: History, Non-Western Culture, and Arts General Education Requirements, and the Quantitative and Formal Reasoning requirement will be assessed.

Year 3: Social Science, Foreign Culture/International, and Philosophy General Education Requirements, and the Composition requirement will be assessed.

**Arts and Sciences Undergraduate Council
Meeting Minutes**
FRIDAY, MARCH 7, 2008 - 3:30 P.M.

In Attendance: Associate Dean Juan J. Manfredi (Chair), Lisa Brush, Christian Gerlach, Michael Goodhart, David

Pratt, Francesca Savoia, Chandralekha Singh, Oscar Swan, Janyce Wiebe, and Ronald Zboray

Not Attending: Student representatives (unnamed)

1. Minutes

Minutes from the meeting on December 7, 2007 were approved.

Minutes from the meeting on January 28, 2008 were approved.

2. New Business

Approved Courses

- HIST 1250 – Independent Study: Czech Republic and Poland

Changes to Majors or Minors

- Changes to major in Political Science

Arts and Sciences Undergraduate Council Meeting Minutes

TUESDAY, MARCH 18, 2008 - 1:00 P.M.

In Attendance: Associate Dean Juan J. Manfredi (Chair), Lisa Brush, Christian Gerlach, Chandralekha Singh, Oscar Swan, and Ronald Zboray

Not Attending: Student representatives (unnamed)

1. Minutes

Minutes from the meeting on March 7, 2008 were approved.

2. New Business

Changes to Majors or Minors

- Changes to major in Chinese

Arts and Sciences Undergraduate Council Meeting Minutes

FRIDAY, MARCH 28, 2008 - 3:30 P.M.

In Attendance: Associate Dean Juan J. Manfredi (Chair), Lisa Brush, Christian Gerlach, David Pratt, Chandralekha Singh, Oscar Swan, and Ronald Zboray

Not Attending: Student representatives (unnamed)

1. Minutes

Minutes from the meeting on March 18, 2008 were approved.

2. New Business

Approved Courses

- ENGFLM 1487 – Film Censorship and American Culture: Also approved to fulfill a HIST requirement.
- LING 0602/AFRCNA 0602 – Xhosa 2
- LING 0603/AFRCNA 0603 – Xhosa 3
- LING 0604/AFRCNA 0604 – Xhosa 4
- LING 0701 – Egyptian 1
- LING 0702 – Egyptian 2
- LING 0703 – Egyptian 3
- LING 0711 – Iraqi 1: This course was not approved by a substantial majority.
- LING 0712 – Iraqi 2: This course was not approved by a substantial majority.
- LING 0713 – Iraqi 3: This course was not approved by a substantial majority.
- LING 0731 – Moroccan Arabic 1
- LING 0732 – Moroccan Arabic 2
- LING 0733 – Moroccan Arabic 3
- LING 1520 – Introduction to Arabic Linguistics

Arts and Sciences Undergraduate Council Meeting Minutes

TUESDAY, APRIL 1, 2008 - 1:00 P.M.

In Attendance: Associate Dean Juan J. Manfredi (Chair), Christian Gerlach, Michael Goodhart, Francesca Savoia, Chandralekha Singh, Oscar Swan, and Ronald Zboray

Not Attending: Student representatives (unnamed)

1. Minutes

Minutes from the meeting on March 18, 2008 were amended.

2. New Business

Approved Courses

- SA 1365 – Printmaking - Screenprinting
- RELGST 1148 – Religions of Ancient Egypt: Also approved to fulfill a REG requirement.
- HAA 1916 – Architecture Design Studio 1
- HAA 1917 – Architecture Design Studio 2
- HAA 1921 – Documentation + Conservation Studio
- HAA 1920 – Introduction to Historic Preservation

Existing Courses to Fulfill a General Education Requirement

- HIST 1017 – Globalization and History: Approved to fulfill HIST, COM, and GLO requirements.
- LING 1722 – Deaf Culture: Approved to fulfill a COM requirement.
- LING 1724 – The Deaf and Society: Approved to fulfill a COM requirement.

Arts and Sciences Undergraduate Council Meeting Minutes

TUESDAY, APRIL 15, 2008 - 1:00 P.M.

In Attendance: Associate Dean Juan J. Manfredi (Chair), Jonathan Adams, Lisa Brush, Christian Gerlach, Michael Goodhart, Rachel Hardie, Francesca Savoia, Chandralekha Singh, Oscar Swan, Janyce Wiebe, and Ronald Zboray; guest Frederick Whelan (Assistant Dean for Academic Integrity)

Not Attending: Nila Devanath, David Pratt, Aster Teclay, and Michael White

1. Minutes

Minutes from the meeting on April 1, 2008 were approved.

2. New Business

Council discussed usage of TurnItIn service to detect plagiarism in student work. After addressing issues of student privacy and making students aware of the service's use as part of the evaluation process, Council elected to draft a formal motion to (1) have instructors make it clear in course descriptions and syllabi that the TurnItIn service will be used for evaluation of written work, and (2) have instructors develop a mechanism that ensures student privacy.

Council discussed the maximum number of final exams a student should have in one day. After addressing options for resolving conflicting final exams and methods of informing students about final exam policies and procedures, Council elected to draft a motion to limit the maximum number of final exams to two per day and allowing students to reschedule any additional finals by filling out a form by a specified date.

Council reviewed modifications to the New Course Proposal form and approved the new form which requests but does not require learning objectives and the realization of those objectives if the course is to fulfill a General Education Requirement.

Council discussed the difficulty that faculty have borrowing, setting up, and disconnecting computers in media-enabled classrooms. Council elected to make a formal recommendation that all media-equipped classrooms be equipped with permanent computers to facilitate instructors' use.

Council superficially reviewed the 89.7 percent of the returned matrices for General Education Requirement assessment. Council will review the results in more depth and attempt to identify commonalities of those courses that fulfill a General Education Requirement.

Council reviewed the common data set and graduation survey. Council elected to have Associate Dean Manfredi talk to the Vice Provost about creating an alumni survey to consist of the questions on the graduate survey plus six questions about the alumnus's major and five basic questions about that major.