

Minutes
HSS Department Chairs Meeting
Wednesday, August 26th, 2009
4:00 p.m. in Dean's Conference Room CN 233

1. Dean's Council Items: there was no meeting this week
2. Eccles Scholarship: Amanda Utzman, English and Chelsea Dalton, Political Science
3. Fall Retreat Review
 - a. Change to Fall Forum
 - b. Give a break after an hour
4. Budget
 - a. Salary savings and APPROVED additional courses funding is not in the accounts yet.
 - b. Adjunct money in your state appropriated account
 - i. COMM 6 contracts only have money for 5
 - ii. ENGL watch for sabbatical and other funds to cover additional sections
 - iii. SOSC – Linda Young not paid on regular formula like Ryan Paul is
 - iv. Polscj – large size classes, no budget, watch for salary savings
 - v. PSY – large size class overloads need to be completed in current semester and no funds
 - c. Sabbaticals still have funding so apply through the normal procedure and timeline
5. IDEA.
6. Program Assessment, final draft was e-mailed to the department chairs this morning, please respond with faculty feedback to the dean, the dean will announce workshops in the Fall to prepare for Spring launch
7. Left Over Items
 - a. Workload
 - i. Course reductions, there is NOT **ONE** per department that rotates, no reduction for new faculty, no reduction for research, no multiple reductions per department, can write to Incentive Grant to get a course reduction for writing a grant
 - ii. Department chairs to track graduate courses, faculty will teach 4/4, graduate courses count as 1.33 so essentially when a faculty member has taught 3 graduate courses then they can have a course load reduction, policy 6.27 has the new changes online
<http://www.suu.edu/pub/policies/pdf/PP627Faculty.pdf>
 1. R401's for both MPC and MPA specifically mention reduced workloads when teaching graduate courses. The R401's are approved by the Provost and Dean's Council as well as the President's Council and Board of Trustees before the Board of Regents so the terms of the R401 need to be reflected in current policy.
 2. No clear monetary support from Administration at SUU for master programs
 3. Accreditation
 - iii. 4/4 load counts courses only with more than 10 students (based on 3 credit courses – exceptions/overloads made for 2 and 4 credit courses),
 1. 5/5 workload for Lecturers (except English which keeps 4/4)
 2. Supervisory courses don't count as part of load
 - a. (internships, practicums, readings)
 - b. they will get an overload based on the number of students
 3. Different calculation for chairs but basically they are required to teach a 3/3
 4. Release times allowed (29 courses will need to be covered at \$2,100 each = \$60,900 and that doesn't include release for graduate courses)
 - iv. Dixie courses are \$2100 overload – not counted as part of 4/4, unless prior arrangements are made through the dean's office. Faculty also received \$50 a trip "seat time" for traveling and should be processed on an overload form. Mileage reimbursement is also available whether SUU car or personal car is used, travel authorization forms must be used for reimbursement. See e-mail.
 - v. \$1,500 PER position/CANDIDATE not per person for hiring of new people – (from FREC) Pauline lost \$400, Rudia wasted an entire day making travel arrangements. Have candidates make their own arrangements and pay their own way, bring receipts for (partial) reimbursement
<http://www.suu.edu/academics/provost/recruiting%20reimbursements.html>
 - vi. \$3,000 max for moving expenses NOT AN AUTOMATIC RIGHT, (negotiating tool)

1. The first \$1,000 will come from the department account (remaining \$2,000 from Provost account FREC) <http://www.suu.edu/academics/provost/relocate.html>
 2. Remember when hiring internationals that they bring an extra thousand expense in processing INS paperwork that the Provost does NOT cover.
 3. There is another thousand dollar fee when they become citizens.
- b. HSS Journal or UGRASP: the two should not compete. Invite Lynn White to present at the next meeting her vision for UGRASP.
8. Department/Other Items
 - a. General Classroom 101 and 107 not ready for the first day of school and will have reduced seating
 - b. Budget cut questions
 - c. Articulation meetings in October to be held via Distance Ed. Who is the enforcer of the articulation agreements when one school doesn't play by the rules.
 - d. There is no capital money in HSS. Replacing mediated equipment will come from department budgets or program fees.
9. Next Meeting: Wednesday, September 2, 2009 at 4:00 p.m. – there will be guest appearances by Carolyn Jones Bookstore and Patrick Clarke Student Success Center