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**Facilitator:** Linda Curda

**In Attendance:** Diane McEachern, Jennie Carroll, Judith Atkinson, Julie Maier, Larry Hausmann, Roger Weggel, Susan Andrews, Jane Weber, Christa Bartlett, Charlie Dexter, Chuck Kuhns, Pete Pinney, Ron Illingworth, Galen Johnson, Kevin Illingworth, and Jen Majors

1) Review of Agenda

2) Spring Semester Meetings: Day & Times

- We need to establish a better time for folks. Fall has been really difficult for everyone.
  - ✓ Christa – All day Tuesday and Wednesday
  - ✓ Susan – Lunch hour okay
  - ✓ Kevin – Early during day in the middle of week 11:30-1:00 works well, but nothing after 3:00 p.m.
  - ✓ Larry – Lunch works well any day except Monday and Friday.
  - ✓ Galen – Tuesdays works well.
  - ✓ Linda will poll all chairs and she's received emails from several people of their availability for spring. She is waiting on Julie and Charlie's availability.
- Seems as though Tuesday's from 11:30 a.m. to 1:00 p.m. work well during the second or third week of January to begin.
- February 26 – Due date for curriculum materials.

3) CRCD Department Structure Issues

- What questions do we have as we move forward?
- Do we establish a work group as we move forward?
- Pete shared with the Chancellor input collected as a proposal regarding the CRCD alignment.
- The administrative and academic framework was discussed and it was taken to the Board of Regents (BOR) meeting on November 30 and December 1.
- There will be a February meeting also.
- The Chancellor is inclined to accept the department structure.
- We are waiting on work from the Chancellor but are proceeding with follow-up meeting with all the people involved.
- Changes:
  - ✓ Bringing ANS from Liberals Arts to CRCD
  - ✓ Realign like areas into departments
  - ✓ What we call departments would be a good thing to think about.
- Finalization of alignment process will be by July 1.
- Correct BOR alignment policy – Faculty to report to academic director rather than the administrative director which leads towards a department structure.
- UAF Faculty Senate policy on department chairs:

- ✓ <http://www.uaf.edu/uafgov/faculty/deptchair.html>
- ✓ Important to look at this document since we are moving into departments.
- Questions & Issues:
  - ✓ Susan – How the developmental studies department will be structured. What extent a department chair would be involved in the evaluation process. Developmental education evaluations have been done by Pete for the Fairbanks campus and the off-campus evaluations have been done by the campus directors.
  - ✓ Kevin – Have to move to a work group and address some of these individually. We need to look at the campus/program/department structure.
  - ✓ Linda – Section II D. of the Department Chair Policy – Real review of budget impact and faculty evaluations and what role the department chairs will have. DANRD is different in their structure. Is there a parallel or model we could look at across the MAU's rather than just the campuses.
    1. Pete – We are starting with a basis of academic structure. We are looking at what stays in the role of the campus director. The dean's office will cover the costs of the department chair duties.
  - ✓ Galen – How it compares to his recent role as division chair. Like to look at it some more and what is the plus in moving to departments.
    1. Pete – Departments are more closely mirrored to what happens at colleges. They provide oversight, quality control, external funding, programming issues, and matriculation of students.
  - ✓ Diane – Will do more reading. Interested in role definition and what that means in terms of roles. Monitor discipline, faculty driven and the role of the campus directors and departments in academic versus administrative role.
  - ✓ Jennie – This will mean some significant changes, some for the better and some may not be. Guidelines for departments – attention to budgetary areas. We need to go in this area, but it is going to be hard. How do we proceed? Are we fairly set as to how we are going to proceed? We should sit and discuss. Are we going to have a different set of department guidelines or are we going to have to go with what's on the "hill." Are we going to have a department budget? Program development is on a campus basis. We could get ourselves into a situation where the five campuses are not viewed as separate and this will greatly affect our ability to obtain grant funding. Wouldn't make any changes without walking the entire college all the way through it.
  - ✓ Linda – How different can we have the department chair policy be for our college?
    1. Pete – The governance process is shared. We don't want to endanger funding status. We'd move carefully and with inclusion.
  - ✓ Linda – I A. is quite a list of requirements. Department budgets – Where does that fall? In certain aspects yes it would fall on the department chair, but it depends on local region versus cross-regional needs. What programs line up under what departments – Look at program alignment – How would

we balance the role of faculty? What does it mean to be a department?  
How do you see the department chairs coming together with the campus directors?

Positives of realignment: New academic leadership structure. All those impacted would be at the discussion to strategically look at it as well as those who have resources to provide. Bring the expertise together which right now is fragmented.

✓ Robin– New move regarding Health programs and how budgets will flow. Keep funding as seamless as possible. Closer communication between department chairs and administrative campus directors. Things won't happen with just the campus perspective.

✓ Linda – What about faculty and programs that already have departments on the “hill?”

1. Pete – wherever we don't own the designator, we have to work with them. They will have a question about standards. They got relieved when they saw the RedBook. A discussion about what makes the most sense in terms of identity will happen.

✓ Susan – What will departments be called?

1. Pete – We can call a department whatever we think fits.

Pete has started a map of departments – we will get that out to everyone in the New Year.

✓ Linda – Process: How would you like to work into this?

1. Diane – Divisions, as they are structured, would hold meetings with other divisions they are working with. Hold meetings and engage in dialogue with faculty. Begin collaboration process.

2. Linda - Can we change the department chair policy and if so, to what extent? Take document and make changes and come back to the group.

3. Susan – Go through policy and see what needs to change. There are so many different considerations. Have a general discussion rather than a work group.

Everyone read the policy and highlight the issues, agree or disagree. Go through line-by-line and change how we would change. Then, look into, as a group, how we would change it.

1. Jennie – WE should ask if we can change the policy. We are a very special system. We can't act with the same disregard toward students like we see sometimes on the “Hill.” If we can't make changes then, the plan regarding department chair responsibilities is going to change.

#### 4) Term-Faculty for Promotion Process Update (Subcommittee)

- This issue was addressed during the last meeting and a subcommittee was created. The members of the subcommittee will be: Jane, Julie, Marsha, Kevin and Pete.
- The subcommittee has not met yet.
- Kevin will touch base with Julie and Jane to develop a work group.

- There is a concern that this committee is made up of primarily term-funded faculty which does not put us in a good bargaining position.
  - The academic council voted unanimously to move forward with this.
  - Julie and Jane worked on this before.
  - Linda is happy to meet with the group to take questions and address each question they have. The answers to the questions addressed in the response must be addressed.
  - Once the committee works on these issues, it will come back to the academic council and then get pushed back to faculty senate.
  - In the New Year we will have separate teleconferences to get answers to questions.
- 5) Pete Pinney, Associate Vice Chancellor - Update
- Pete will do initial research to find out if we can change the department chair policy.
  - Mike Walsh and Pete will travel to campuses and provide updates on accreditation and the department discussion.
  - Science Courses – Any Natural Science core course with lab. We are actively engaged in discussions with the curricular affairs committee.
    - ✓ Summary will be sent, via email to Julie, to invite to give input. This is a critical issue as to how we, rural campuses, can deliver science courses.
  - January 4 – Cross-regional book orders are shipping out.
- 6) Announcements / Updates
- Jennie: When trying to enroll students in a full load, it is very difficult when there are 21 courses are on M/W and only 12 are on T/Th. We need more balance in the schedule. The same class is only available on certain days. A student must be able to enroll full-time to help meet their academic goal.
- 7) Next Meeting
- January 12, 2010 11:30 a.m. to 1:00 p.m.
  - Assignment: Read the department chair policy - Think of the department structure, detail, identify critical issues and whether-or-not we will put it into a work group. This meeting may need to be face-to-face rather than a teleconference.
- 8) Call back information

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