

CotS Department Chair Meeting Notes
April 29, 2004
10:30 a.m, Science 301

Attending:

Barlow, Kathleen - Anthropology
Brown, James R. Jr. - Political Science
Darda, David - Biology
Johnson, Kirk A. - Sociology
Lillquist, Karl - Geography

Miller, M. Meghan, Dean
Tolin, Philip - Associate Dean and Chair, Law and Justice
Schwing, James L. - Computer Science
Street, Warren - Psychology
Stowe, Lisa - Chemistry
Sun, Lixing – Associate Dean

Meeting Dates for Remainder of Spring Quarter

Thursday, May 13, 2004
Thursday, June 10, 2004 (finals week)

Meghan's travel and other noteworthy dates

May 6	Faculty and graduate students
May 15-19	Montreal
May 20	SOURCE (here)
May 27 – June 4	Washington, D.C., Connecticut and Germany

Chair Reports:

The chairs reported on various departmental events. Anthropology and Geography are reviewing pre-design plans for Dean Hall. Anthropology participated in the recent GEARUP visit. Andrew Downs recently received a GEARUP grant affiliated with Columbia Basin Community College.

Kathleen Barlow has been appointed to the editorial board for *The American Anthropologist*.

Chemistry recently successfully hosted the regional meeting for the American Chemical Society and 80 people presented seminars and posters.

Bruce Palmquist noted that the Physics Club is becoming more active. He reported that Astronomy II had a telescope set up to look at sunspots and 50-90 people participated.

Law and Justice completed their external review process April 21.

Razvan Andonie attended the 12th European Symposium on Artificial Neural Networks in Bruges. He presented three papers:

1. Neural Networks for data mining: constraints and open problems, R. Andonie & B. Kovalerchuk
2. An informal energy IVQ approach for feature ranking, R. Andonie & A. Cataron
3. Convergence properties of a fuzzy ARTMAP network, R. Andonie & L. Sasu

Dr. Andonie also chaired a session that he and Boris Kovalerchuk organized.

Lixing reminded the chairs of Dr. Li's seminar today (April 29) on 16 years of fieldwork on the Tibetan Macaque.

Courtesy Appointments

Meghan reminded the chairs that adjunct courtesy and research appointments expire June 15 and asked to be notified if any of them need to be renewed.

Open House - Pierce County Center

Meghan announced that she would be attending the open house at the new Pierce County Center April 30.

Classroom Behavior Issues

Meghan asked the chairs to advise faculty that if they're experiencing classroom behavior issues, they should document the occurrences when they begin and maintain a written record if they continue. Also, if a student is attending class in violation of a restraining order, it should be reported. In response to Jim Brown's question about whether such incidents should be reported to campus security or student affairs, Lisa Stowe noted that they routinely notify each other of such reports.

Department Chair Retreat

Meghan noted that there would be a one-day retreat early in September. She will announce the exact date and location later.

Program Review

Meghan reported that the procedure for nominating external reviewers will be emailed to chairs. Warren Street stated that it was helpful to get a list of institutions with similar curriculum and structure and that professional associations have lists of people who routinely review departments. The chairs of those departments reviewed during 2003-04 summarized the strong and weak aspects of the review process. Meghan will be calling for input from the chairs of the departments scheduled for review during 2004-05 (Chemistry, Computer Science, and Physics).

Chair Evaluations

The chairs reviewed the current form for evaluating department chairs. Meghan will email the questions to faculty so they can respond. The responses will be forwarded to chairs after personal identification is removed.

Honors Convocation

The top 1% of graduates will be honored this year. All are eligible to be the Honors Convocation speaker and Meghan solicited nominations (due May 3).

CotS Policy Manual

The chairs discussed the process for notifying faculty who are technically eligible for promotion. Kathleen Barlow asked for a copy of the guidelines deans use when determining prior professional academic experience. The dean noted that when errors of fact are identified by candidates, the revised letters will be corrected and issued with the date of the revision. It was the consensus of the chairs that the subject of scholarship standards needs to be revisited. Level 1 and Level 2 requirements are clearly defined in COB and CotS. There was some discussion about whether the issue of collegiality should be addressed in the CotS policy manual.

There was some discussion about review of faculty at the various centers where lab space and opportunities for peer collaboration are limited.

Searches

Meghan noted that the deans are reviewing the integrity of the faculty search processes.

Centers for Excellence

The dean distributed concepts for centers of excellence which were sent to her. She suggested that we should also include current programs that are contributing at a high level in the context of the university plan.