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Social Science Division

Division Minutes

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Social Science Division Meeting Minutes
Wednesday, January 26th, 2011, 5:30 p.m.

Faculty in attendance: Pareena Lawrence (Chair), Katherine Benson, Cyrus Bina, Kent Blansett, Donna Chollett, Rebecca Dean, Jennifer Deane, Solomon Gashaw, Roland Guyotte, Harold Hinds, Hiro Imai, J. Brooks Jessup, Seung-Ho Joo, Arne Kildegaard, Leslie Meek, Paula O'Loughlin, , Jeff Ratliff-Crain, Roger Rose, Kevin Stefanek, Dennis Stewart, Marynel Ryan Van Zee, and Sheng Xiao

Student Representative in attendance: Laura Weldy (Anth/Soc), Chris Thorne (Econ/Mgmt), Sydney Sweep (History), Mark Privatsky (Political Science), Ellis Valentiner (Psychology)

Faculty excused absences: Bart Finzel, Tom Gausman, and Jennifer Rothchild

Faculty on leave: Sheri Breen, Steve Burks, Heather Peters

Chair Lawrence called the meeting to order at 5:30 p.m.

I. Chancellor Johnson Regarding Division Chair Search

Chancellor Johnson thanked all the members of the Social Science Division for giving her the chance to address them and laid out the following process regarding the search for the new division chair of social science:

The Constitution and By-Laws outline a process for selection of division chairs. The process requires the Chancellor to consult with members of the division and others on campus in preparing a nomination for division chair which is presented to the President of the University. The bylaws specify that the Chancellor will appoint a committee to assist and advice in this process. The bylaws specify that the committee will consist of at least three division members, the chair of consultative committee, and a division chair from outside the division in question.

She requested that members of the division provide Chancellor Johnson with names of possible committee members and suggestions for a committee chair. She asked members of the Division to forward these names to her by Monday, February 7.

She agreed to review that list and invite a member of the division to serve as chair, and that when that invitation is accepted, she would work with the chair to select division committee members. She anticipates that the committee will be convened by February 21.

She outlined her expectations for how the committee would work once it was convened: The committee will (1) prepare a list of qualifications for the position before they solicit names of possible candidates (2) devise a process by which they will solicit names/nominations for division chair; (3) devise a process for consulting division members and others on campus as they consider candidates; and (4) develop a time line for completion of the task. She requested that the committee keep her informed and consult with her regarding these processes and the time line.

When the committee has finished its work, she expects that they will bring to her one or more candidates for her consideration. She expects to meet with the committee chair to discuss the recommendation, and expects that the committee will prepare a written report that summarizes the qualifications specified, the processes used, the candidates considered, and that outlines the strengths and weaknesses of each candidate considered, as well as the rationale for the recommendation made. Because this is both an academic and an administrative appointment and because the division chairs work most closely with the dean in their administrative roles, she will also consult with the dean before she makes her selection.

The appointment of a new division chair will be effective July 1, 2011. She hopes that those who are in attendance at the meeting today and other members of Division will feel free to contact her if they have questions or if they wish to discuss any aspects of this process.

Chancellor Johnson looks forward to working with the members of the Division on this very important search.

II. Division Announcements and Updates

Merit raise discussion: Chair Lawrence prefaced her comments that as a unit we are required to have a Merit raise policy. She had requested that the Policy Committee work on such a document. The members of the Division had charged the Policy committee to create guidelines for merit pay raises. What we see before us is a DRAFT of a document that will be discussed at the next Division meeting.

The Division applauded Jennifer Deane, who recently published a book entitled "A History of Medieval Heresy and Inquisition."

Lawrence also announced leaves for the 2010-2011 school year: 2 SAB (Chollett and Deane) and 2 SSL (Rose and Dean).

Imagine Grants: 6 members of the Division were awarded the grant: Joo, Chollett, Lawrence, Brooks, Dean and Rothchild. Steve Burks was awarded a FREF Category 1 grant.

7.12 approved

Promotion and Tenure for 2011-12-inform Pareena Lawrence by Feb. 15th

Update on searches

Update on Terri's health – Terri continues to see doctors for her double vision. Sharon will be taking over search related scheduling etc. in case Terri has to be gone. Please be flexible with the work you need the Division staff to assist you with.

At 6:30 the Division took a brief break, resumed at 6:35

Before moving on to the next agenda item, Lawrence asked how many people had made the migration to Google, and how it went. O'Loughlin replied that it took her about 4 days to get all of her files transferred over. Lawrence then asked if anyone had had a *good* experience with Google. The majority of the people present had had a positive experience. Ratliff-Crain stated that he had specifically had a good experience with Google Calendar. Lawrence then asked the Division to be sure to migrate to Google before the end of Spring semester.

III. **Approval of November 10th, 2010 Minutes**

Lawrence asked for a motion to approve the November 10th minutes. Rose moved to approve, Bina seconded the motion. Valentiner then stated that although he attended the November 10th meeting, he was not on the minutes. This was noted, and his name will be added to the November 10th roster. There was a unanimous vote to pass the minutes.

IV. **Psychology Curriculum Proposals**

The first psychology discipline course requiring approval was Psy 3261 (Human Sexuality), which was previously Psy 1071. Meek explained the reasoning behind bringing the course back: "Because I've come back to teaching full time, I needed another course to teach and this is one I haven't taught in a while. We're always looking for more upper level courses to teach. This is a course that we're eager to bring back, and that students have expressed interest in." Meek added that it has been 7 or 8 years since the course was taught. Lawrence also clarified that Psy 3261 is an entirely retooled course. Guyotte moved to approve the course, and Joo seconded.

There was a unanimous vote to approve Psy 3261.

The second psychology course requiring the Division's approval was Psy 4102. Lawrence explained that the course used to be an interdisciplinary course (IS 4101), but that it will now be taught as a psychology course. Nothing else changed about the course; it will still be a 2 credit offering. When asked to elaborate on the course, Meek stated that it's always been taught from a psychological point of view and by a Psychologist. As the course is not interdisciplinary in its approach, it *should* be a psychology course. Guyotte moved to approve the course, and Van Zee seconded.

There was a unanimous vote to approve Psy 4102.

V. **History Curriculum Proposal**

Also brought to the Division for approval was the course His 3561 (The Pacific War in East Asia). It is a new course developed by a tenure track hire in his area of expertise. O'Loughlin moved to approve the course, and Kildegaard seconded.

There was a unanimous vote to approve His 3561.

VI. **Budget Updates**

Lawrence: "You all received the message from the Chancellor that we are planning for cuts of 5% to operating budget, which means an 8.8% cut for our Operations and Maintenance budget, money that comes from state allocation. So we as a campus need to figure out how we can address these cuts." Lawrence also said that the budget summit was recently held, and that there will be further meetings at CRPC to discuss the budget deficit. These cuts could imply some reduction in the SEE budget but the details are yet to be determined.

Lawrence also explained that the one area where we have drastically increased our spending as a Division has been in printing, by using office/local printers (versus the copier). It's understandable, especially when the copier is out of order, and Lawrence is sympathetic, but she made it clear that the Division can no longer afford the cost of such quantities of paper that the staff has to order. Paper costs 4 cents a sheet, and people have been printing multiple copies of assignments and exams on the printer. Lawrence also mentioned that the Humanities Division has a policy where they give each person a certain amount of paper. Lawrence doesn't want to resort to that method, but she asked Division members to be especially cautious when printing and to look at other alternatives if possible.

Lawrence added that she will continue to give budget updates at future Division meetings.

The next order of business, Lawrence announced, concerned a student group that wanted to sell donuts in the morning outside of the IH 109. There is no University policy that says they can't, but the group does need Lawrence's permission in order to proceed. Lawrence explained that the Science and Math Division allows student groups to hold events (pictures with Snake, etc.) in the Science Building, but that all such activities are related specifically to the Division. Also, the Science Building has more room for such events. Lawrence continued by stating that she doesn't think that Imholte Hall has that kind of space, and the student group wanting to sell donuts does not pertain to a discipline.

Guyotte wanted to know what the group was. Lawrence said she didn't think it made a difference, and there was a chorus of people who didn't want to know the name of the group. Bina then stated that he thought the Science Division was doing a good thing by allowing groups to solicit, and that students in the discipline should be allowed to solicit wherever they want. Deane added that she didn't think Imholte was the space for a donut booth. It's already a congested space. Deane continued by saying that she was all for such a booth, but not in Imholte. Privatsky said that he agreed with Deane, and that plenty of academic groups have to table in the Student Center, and that there's definitely room there. To this Lawrence stated that the group's rationale was that they would sell donuts in the morning, when there would be less traffic in the student center. Benson also added that if everyone brought a big, sticky donut to class, Mark would have quite a clean-up job and for the rest of the day there'd be "sticky, sugary surfaces." Guyotte: "Katherine anticipated me. I teach at noon in this room, and I know lots of people eat lunch during class. That's been fine so far, but I think that if breakfast were to be peddled outside, it'd be disruptive."

Lawrence: "I will let the student group know that I'm not giving them permission."

VII. **Merit Salary Pay Increase Document**

Lawrence began by making it clear that the presentation would simply serve the purpose of introducing the document to people, because it's long and complex, and time is needed to read it over.

Meek, as chair of the Policy Committee introduced the document by saying that the Policy Committee put a lot of thought and effort into it, and that they looked at what other divisions had done. She said that the document is indeed very long and complex, and that she expected

that people will have a lot to say about it. Meek continued: "So I think all I really want to say is please read this carefully, and that we're really looking forward to what people will say. There are no raises, but there will be a new division chair, and do you as a faculty member think this is a fair way to determine raises."

Guyotte next asked the Division to recognize Meek's time and effort put into the document. He also added that the committee didn't know there would be no salary increases, and that if such a document goes through, we should develop a system of banking so that faculty efforts for a year when there are no salary raises would still be recognized. Deane asked the Division to remember while reading the document that the Policy Committee was asked to put something together, and that nothing in the document was intended to force anything. Meek added that the document is highly quantitative. Lawrence explained that when she became division chair and was asked to do salary raises, there were no specific guidelines. She had to come up with a plan (including weights for research, etc.) on her own. As a chair she asked the committee to write some guidelines so that have a transparent process that will promote fairness in determining merit raises based on individual accomplishments. Meek also pointed out that the Division is actually mandated (from the late 1990s) to have such a guideline.

Hinds moved to adjourn the meeting, and Bina seconded.

There was a unanimous vote to adjourn.

Division Meeting adjourned at 6:55.