

CFC Minutes
October 30, 2012

Attending: Garrett Smith, Mel Fein, Roxanne Donovan, Daniel Rogers Jennifer Dail, Lynn Fedeli, Steve Collins, Chuck Aust, Dawn Kirby (Associate Dean), Susan Rouse (CFC Chair)

1. Susan called the meeting to order. Minutes of previous meeting were approved.
2. We discussed ways to present the case for faculty raises at venues beyond those on-campus. Thanks to Roxanne for taking the initiative on this.
3. Dawn addressed the budget related items on the agenda. She said that 3% of the university budget was held back as directed by the BOR, and this money became a reversion to the BOR. An additional 2% was held back, but this money has not yet reverted and it isn't clear if it will. The good news though is that there have been no furloughs called for. KSU anticipated and budget for a 2.88 % increase in enrollment, but we only had a 1.8% increase for the academic year. Summer enrollment went down across the University, with 5-7% drop in our College. (The registrar believes this to be the result of the fee schedule and the fact that Hope and Pell grants can no longer be used for the summer term.) Dawn said that the College canceled low enrollment classes last summer, especially those with fewer than 10 students. Some exceptions were made for classes that would by their nature have fewer students and those required for graduation that students had an immediate need for. In the future (or until enrollment rebounds) faculty who want to teach in the summer should expect to teach only one course, and more than one only when it is clear that there is additional student demand beyond the one course. Again, there are some exceptions as described above. The Dean's office will be working with Chairs. Decisions of what to offer will be made at the department level as before, and the Dean's office will monitor enrollment, making the decision to cancel courses if warranted by low enrollment. The Dean's office will try to make these decisions in a timely way so that both faculty and students can plan. Dawn suggested that departments consider making general education classes a priority in the summer.
4. The Chairs and Deans have met, and the recommendation is for a \$2000 per faculty travel allocation with some exceptions when necessary. Dawn thought that there would not be enough money to cover this if everyone used their \$2000. She said we are trying to move to a more sustainable model that will balance needs and funds available.
5. Regarding the 30% drop in the College budget as compared to the 5-7% drop in enrollment, Dawn pointed out that the University has paid for several space renovation projects in the College and this offset the College budget. Moreover, mirroring practices within HSS, the Provost views the

budget as first that of the University and then allocates to colleges in a way intended to be equitable overall.

6. Based on concerns expressed by some faculty in his department (Communication), Chuck questioned whether new HSS FPA/ARD forms developed by the chairs and presented to his department as replacing the current various department forms had been properly vetted. He pointed out that the process specified in the Faculty Handbook required faculty input/approval at the level of the HSS T and P Committee. Dawn said that the Dean's office agrees that the proper process needs to be followed and that the process we use will include a review by the CHSS T&P Committee. If that committee approves the forms and if they go through any other process required by the Faculty Handbook, the new forms could be used in January. Since departments are all using different forms, a department could decide to use the new forms a department agrees to replace their current forms with the new ones. Mel stated that he hoped the new forms went in the direction of more simplicity rather than complexity. He also urged that HSS revisit the recent move to more than two binders of documentation in the tenure and promotion process.
7. The next meet will be at 11:00 on November 27. Susan will be asking for agenda items.

Susan Rouse
CFC Chair