

MINUTES
Program in Arts & Sciences Committee (PASC)
Monday, September 20, 2004
3:00, Montana Room

Present: Andrea Easter-Pilcher, Eric Funasaki, John Hajduk, Randy Horst, Sheila Roberts, David Moore, Cathi Love

Absent: Gary Lundy

Selection of Chair

David asked for nominations for Chair. Expressing satisfaction with David's role as PASC Chair last year, Randy nominated David and John seconded the nomination. The members present approved this nomination, so David Moore will serve as Chair of PASC this year.

Minutes of the April 14, 2004 PASC meeting were approved.

Schedule of Meetings for Fall Semester

David explained the reasoning for the schedule that Donna recently sent out to all Chairs. With this schedule, PASC will meet as a body once a month, SEBT will meet as a body once a month. As a discussion forum, the two groups will meet as a body once a month to lessen confusion regarding curricular issues/changes, etc. Karl plans to attend all meetings as an ex officio member of the groups.

Gen Ed Course Offerings for 2005-06

David mentioned that Gen Ed course offerings for 05-06 will be discussed at PASC this year, as well as regular A&S degree "tweakings" for the 05-06 Catalog.

Faculty Hiring Procedures

It was felt that the draft document that PASC discussed last year should be shared with SEBT. Cathi will locate the comments that were made regarding this document and forward them to the A&S Chairs for review prior to the PASC/SEBT meeting on Monday, September 27.

Program Review Guidelines

During the accreditation process, the Education and Business programs are continuously reviewed. However, David pointed out that there is no accrediting body for Arts & Sciences, as exists for Education and Business programs, so no program review has been done for awhile.

Personnel Resources

David asked the Chairs to provide a list of needed resources and rationale for those resources for David to present to Senior Staff.

Sheila said that a proposal was drafted in recent years with three proposed scenarios: two full-time Deans, or 2 part-time Deans, or having Department Chairs do some Dean responsibilities with compensation.

David would like Chairs to poll their faculty regarding personnel resources and accompanying rationale within the next three weeks and provide a list to David for presentation to Senior Staff. Senior Staff is looking at the administrative aspect first, and faculty resources will be looked at later.

NWCCU Accreditation Visit-April 2005

The 5-year accreditation site visit by NWCCU will be in April 2005. David has a summary of comments from HPSS, ENVS, and Math, but still needs from Fine Arts and English Chairs.

Spring 2005 Class Schedule

Dr. Storey has strong feelings that we need to develop a year-long schedule of courses.

Sheila suggested that a matrix be developed on the web so faculty can access and input info into that matrix to give an overall view of courses/times. She feels that we should be able to do a 4-year schedule due to the 2-year rotation cycle.

David said that we should shoot for a 2-year plan for now.

Sheila thinks there must be software available that would provide this suggested type of matrix. David will try to find something.

Eric feels that a class schedule should be developed and ready by December.

Freshman Cohort Model for 2005-06

Sheila asked if we are planning for 9 cohorts for freshmen next year.

David reported that there is some discussion regarding the cohort model for next year. He noted that a one semester cohort model was approved by Faculty Senate last year for the 2005-06 freshman class.

Department Chair Duties

Chairs have received a list of Chair duties from Karl.

Assessment of Other Montana campus Courses for Transfer to UMW

Karl has sent the 2004-05 Experience One Catalog to all Montana campuses and asked them to look at our degree requirements and courses and let us know how their programs and courses fit ours. This will be an extensive project, so he doesn't expect feedback from other campuses for awhile.

Budgets

John expressed concern about trying to understand the budget and suggested that Susan Briggs be invited to attend a PASC/SEBT meeting to explain the budgets and answer questions. Eric said he has been at institutions where departments submitted their own budgets, rather than having them set at the administrative level.

Agenda Items for PASC/SEBT Meeting

- Faculty Hiring Procedure/Guidelines
- Budgets
- Freshman Cohorts
- Internship manual

Freshman Survey

Randy wondered if there had been a demographic-type survey of this year's Experience One freshman class. David said that none has been discussed yet. Right now the focus is on the reduced number of returning students and trying to determine reasons for lower enrollment in that area.

Next Meetings:

PASC/SEBT: Monday, September 27, 12:00, Montana Room

PASC: Monday, October 18, 3:00, Montana Room