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*****APPROVED October 4, 2011*****

Social Science Division Meeting

August 18, 2011

10:00 a.m.

Imholte Hall, Room 109

Faculty in Attendance: Leslie Meek (Chair), Kent Blansett, Ed Brands, Sheri Breen, Steve Burks, Solomon Gashaw, Steve Gross, Harold Hinds, Hiro Imai, Tom Johnson, Arne Kildegaard, Nick Leonard, Hsiang-Wang Liu, Jean McKenzie, Elaine Nelson, Tammy Pannells, Heather Peters, Jeff Ratliff-Crain, Jennifer Rothchild, Cheryl Stewart, Dennis Stewart, Karissa White, Sheng Xiao, Xia Zhang, and Marynel Ryan Van Zee

Student Representatives in Attendance: Stephen Harper (History), Jerry Larson (Economics/Management), Ellis Valentiner (outgoing for Psychology), Kristine Grundmanis (incoming for Psychology)

Faculty Excused Absences: Cyrus Bina, Farah Gilanshah, Roland Guyotte, Seung-Ho Joo, Paula O'Loughlin, Fred Wallace, and Joe Beaver

Faculty on Leave: Donna Chollett, Rebecca Dean, Jennifer Deane, Brooks Jessup, Roger Rose

I. Welcome and Introductions

Division Chair Leslie Meek called the meeting to order. She welcomed and introduced new faculty and welcomed back faculty returning from leaves. New faculty members are: Hsiang-Wang Liu (History), Kent Blansett (History, new as tenure-track faculty), Elaine Nelson (History, GWSS, AmIn), Ed Brands (Environmental Studies), Jean McKenzie (Economics/Management), Karissa White (Pre-Doctoral Fellow, Anthropology and History), Xia Zhang (Anthropology), Nick Leonard (Psychology), Tammy Pannells (Psychology), and Fred Wallace (Economics/Management).

II. Announcements/Updates

Chair Meek explained that she is not convinced that we need a Vice Chair because she has no specific tasks to assign to one. If Division members have concerns about this, please discuss them with her.

Computer back-ups: If you are not yet set up, please see Sharon regarding options for backing up your computer.

The summer has been very busy for the office and the office staff has been trying to analyze why. One thing that has been an issue is trying to get desk copies – the companies are really cracking down on multiple copies of desk copies (for TAs, etc.). Many companies are refusing to provide them. Staff will still try to acquire them. If you distribute desk copies to TAs, please collect them at the end of term for the next set of TAs.

New (heavy-duty) shredders are available on each floor of Imholte for your use.

Chair Meek alerted the Division to an upcoming event on September 30. This alumni and student networking event is part of ongoing efforts to create common experiences for each class during a given year. You may be contacted and offered the opportunity for an alumna or alumnus to visit your classes, etc. There will also be other events that day (lunch, panels, etc.). This is specifically targeted for juniors, who may be thinking about their futures at this point. You will also be asked to announce these events in your classes. Alumna Erin Christiansen is responsible for this project.

Changes in advising numbers: Chair Meek does not think our Division was hit very hard by this. At the Convocation, the Chancellor explained why we have so many hires this year (leave replacements, increased enrollment, etc.). The Advising Office has had difficulty finding experienced advisors (in fact, the Deciding Project has been discontinued for this year). Disciplines in which advising loads have historically been lighter have been assigned more advisees than usual; since the Social Science disciplines have had higher numbers historically, we may not be as affected by this. If anyone wants to see the “numbers” on how advisees are being distributed, Chair Meek has them and can make them available.

Chair Meek will be going to the Dean and asking for increased office staff. The staff has been busier with new faculty arriving, the increased number of faculty grants, etc. Although she has heard that things have run smoothly for everyone, there has been scrambling behind the scenes. Please thank the staff for the great job they have been doing.

The policy document sent with the Division Meeting agenda includes new guidelines regarding staff workload. Please consult it. In particular, Chair Meek asks that we be cognizant that there are many tasks handled by staff of which we are not specifically aware. At this time of year, there are often many last-minute jobs and it is possible that staff will not be able to get to them quickly. For the “big jobs”, in particular, please ensure that you get them in early.

Please also keep in mind that the end of the fiscal year, managing grants expenditures and expense reimbursements can be a real problem (EFS is down for two weeks at the end of the fiscal year). Steve Burks shared his experience with delays and urged all of us to be mindful of the deadlines. Chair Meek requested that we submit expense reimbursement requests in a timely fashion, rather than “saving them up” to submit all at once.

Chair Meek reminded us that FREF deadlines are approaching. There is funding for both full-time and part-time faculty, and she encourages us to apply (we have a good track record in the Division of getting FREF funding). Please see the request for proposals for relevant categories at http://www.morris.umn.edu/services/acad_affairs/research_fund_RFP.html.

III. Approval of Minutes

Harold Hinds moved approval of the minutes from April 4, 2011. Solomon Gashaw seconded. Minutes were approved unanimously.

IV. Student Employment/Work-Study Update

There will be a document circulated regarding work-study procedures; the big change is that students must deal with their timesheets by noon on Monday in order to be paid. Students will also be informed of this and told that they should enter their hours daily. There will be no more leeway in this policy.

V. Division and Discipline Budget

Discipline budgets have been determined and the information will be distributed to Discipline Coordinators at their meeting on 8/30. Please note – again, from the policy document – that faculty are responsible for covering any overages from other funding (grants, personal, otherwise). If your budget is not working for you, please see Chair Meek.

VI. Faculty Searches Update

There are an unprecedented number of requests for tenure-track searches this year. We are unlikely to be able to do 14 searches this year. The Dean is currently deciding which searches will be tenure-track, which will be multi-year temporary, etc. Our requests are in Psychology, Econ/Management, and History. These were ranked by the out-going Dean, in-coming Interim Dean and the Division Chairs last spring.

VII. Promotion and Tenure

We have no promotion and tenure cases this year. We will be reviewing probationary faculty (Dean, Rose, Breen, Peters, Xiao, Jessup, Blansett, Brands). This year we also have a retention vote for Rebecca Dean and Roger Rose. Chair Meek reminded us of the significance of the retention vote. Information for voting faculty and faculty under review will be forthcoming.

VIII. Elections

We are mandated by the university to have a merit salary document that details the criteria for salary increases based on merit. The policy committee presented a document on procedures for merit raises to the Division last year that was highly quantitative and was not received positively. The major activity of the year for the policy committee will be another attempt at developing a policy on raises. Multiple suggestions have come from the faculty – everything from an equal split of all available funds among all faculty members to adopting the highly quantitative model. Chair Meek emphasized that if we take a “leave it up to the Division Chair” approach, she will use the highly quantitative model because it is what she’s most comfortable with – so if we do not want that, as a Division, we should come up with something else.

Chair Meek notified us of faculty who have excused absences for this meeting but are eligible to serve on Division committees.

Upon being nominated for the Policy Committee, Arne Kildegaard requested a list of positions needing filling within the Division. Replacements are needed for: Policy, Social, and Post-tenure Review Committees; Rebecca Dean on Faculty Affairs (she is on leave for Fall Semester); and we need a Grievance Officer. Other committees needing staffing are Art and Bulletin Board.

Policy Committee:

Steve Burks nominated Arne Kildegaard. Harold Hinds seconded the nomination, and suggested that we also need to re-nominate Roland. This prompted a conversation about past practices, which are not entirely clear (Dennis Stewart could not remember being voted on or off).

Chair Meek suggested we think of this as a two-year term (perhaps the Policy Committee should work on this, as well). Upon multiple suggestions, a slate of candidates was presented for a vote. Roland Guyotte, Arne Kildegaard, Marynel Ryan Van Zee, and Paula O’Loughlin were elected by the Division to serve as the Policy Committee.

The Division elected Jeff Ratliff-Crain, Steve Burks, Seung-Ho Joo, Cyrus Bina, Farah Gilanshah, and Paula O’Loughlin (alternate) to the Post-tenure Review Committee.

Kent Blansett agreed to handle Art and Bulletin Board tasks. Chair Meek's main priority is the Jack Imholte exhibit.

Chair Meek requested nominations for Grievance Officer. Solomon Gashaw was elected unanimously by the Division.

Chair Meek requested nominations for the Social Committee. Farah Gilanshah will remain and chair and Tom Johnson and Sheng Xiao will serve as the committee's additional members.

Chair Meek requested nominations for our representative to Faculty Affairs. Jeff Ratliff-Crain inquired as to whether restrictions exist for simultaneous service on Faculty Affairs and another Assembly committee. Dennis Stewart volunteered and his self-nomination was seconded by Jeff Ratliff-Crain. Dennis was elected unanimously to replace Rebecca Dean for the Fall Semester.

IX. Other Matters

Steve Burks moved to adjourn, Jeff Ratliff-Crain seconded. The meeting was adjourned at 10:53am.

Minutes respectfully submitted by:

Marynel Ryan Van Zee
Associate Professor of History