

Year 1 Curriculum Advisory Committee Meeting

Friday, August 11, 2017

Present: C. Anderson, S. Bhaumik, R. Clough, J. Cheatwood, J. Daniels, J. Davie, L. DiLalla, R. Gupta, B. Hales, A. Johnson, D. Klamen, J. MacLean, S. Merideth, P. Narayan, E. Niederhoffer, S. Shea, A. Sutphin

Guests: N. Henry, G. Hoffmann

D. Klamen called the meeting to order at 1:01 p.m.

Clarifying/Separating Curriculum vs. Student Affairs Roles

D. Klamen explained that at the time L. Herrold retired, some of her duties were shifted to various OEC staff and others have simply been up in the air. She asked the group to inform J. Daniels of concerns while encouraging everyone to work as a team, particularly in times of emergency.

L. DiLalla suggested reinstating faculty advisors as a way to cope with having fewer hours from the Assistant Dean of Students. This topic is already on the September agenda.

R. Clough requested assistance, which he has had from Assistant Deans in the past, with organizing high school student visits. B. Hales feels strongly that the Assistant Dean needs to be present for end-of-unit exams, and especially at the end of the year.

J. Daniels indicated that he is here to work with the students. With notice, he can change his schedule to be here for special events and end of units. He asked everyone to be aware that Linda Savage, in his Quincy office, maintains his schedule. He plans to be on campus from Monday morning through Tuesday afternoons, and he hopes to be able to meet with students on Monday evenings as well.

D. Klamen noted that the OSA staff can be an issue. J. Daniels noted he plans to take the combined offices out for lunch.

The order of contact for curriculum emergencies was established as follows: staff and faculty→S. Shea→in her absence to the Vice Chair→D. Klamen.

The order of contact for student affairs emergencies was established as follows: faculty→J. Daniels→in his absence to D. Klamen.

In summary, J. Daniels indicated he would work on the following areas: staffing; end of units; high school student visits; and emergency backup plans, to include contacting/informing S. Shea, the Vice Chair, D. Klamen, R. Constance, and the current unit coordinators.

Permanent Vice Chair

During discussion it was noted that there would be value to having someone more junior as Vice Chair. D. Klamen noted that if someone wants to pursue curriculum administration as a career path, there are national organizations available to help with development and her department can help fund attendance at conferences.

For the time being, R. Clough will continue to serve as Vice Chair and other members are encouraged to consider taking on the role.

Identifying Faculty Backups for Chair/Y1 Director's Major Duties and Divesting the Chair/Y1 Director of Tasks She Should Not Have to Do

These topics were combined for discussion. It was noted that the duties of the Vice Chair, as outlined in the operating paper, differ from those of the Y1 Director. We need a succession plan for all major duties.

S. Shea circulated a list of her current responsibilities. Not all duties on the list will require a backup.

While J. Cheatwood urged strongly that this be made a 10% appointment, D. Klamen was clear that we cannot pay people for work they will only do in the event of an absence of another employee. E. Niederhoffer urged the group to stop "kicking the can," that we are expected to do more with less.

A. Sutphin inquired whether the primary backup has to be a basic scientist or tutor. It was agreed that is not necessary. She might be interested in pursuing this.

E. Niederhoffer shared that the grades are not a terribly onerous task, but it does require having more than one set of eyes to insure accuracy.

S. Shea will reevaluate the list of duties, looking for items that can naturally be grouped together. The topic will be placed on the September agenda for continued discussion.

The meeting was adjourned at 2:21 p.m.