

Academic Staff Meeting

August 27, 2013

Academic Leadership

Dean of the Faculty and Vice President for Academic Affairs Beau Breslin opened the meeting at 9:09 a.m. He thanked everyone for coming and welcomed those returning from sabbatical.

Updates

Each member of the Academic Leadership briefly reported on the projects they are working on:

- *Cori Filson* – In the process of working on a paperless application process and an online course equivalency project.
- *Paty Rubio* – In the process of developing an opt-out evaluation proposal to encourage experimental pedagogies and a proposal for regularizing the status of full-time lecturers and visiting assistant professors.
- *Karen Kellogg* – Continuing to work on the science building; currently wrapping up on the schematic design and will seek Board approval in October. Also looking at the structure of the Sustainability Office given the departure of Riley Neugebauer.
- *Barry Pritzker* – Working on proposals to the Clare Luce Booth program and the Filene Foundation, campaign programming, grant from Teagle Foundation to NY6 to implement curricular initiatives in the blended learning environment, and thinking about some of the national conversation on cost control.
- *Corey Freeman-Gallant* – Working on course caps project, Helios, and a new interdisciplinary minor in Critical Media Studies.
- *Ruth Copans* – Finishing some tweaking of the integration of IT into the Library; working on an online information literacy course and open access.
- *Jacquie Scoones* – In the process of learning the landscape of MALS and reviewing the recommendations from the external reviewers.
- *Janet Casey* – Continuing with the AVD project (will be making some recommendations to the administration to sustain this type of work) and working on a new civic engagement pilot program.
- *Loretta Greenholtz* – In the process of finalizing a new lab safety and hygiene plan; will be meeting with academic departments to ensure staff have enrolled in the SUN system.
- *Sharon Arpey* – Special Programs had a successful summer and is already starting to plan for next summer.
- *Paul Calhoun* – Provided an overview of this summer's events, noting that this summer was very successful, despite the disruption of the summer construction projects; Skidmore has been asked by the City of Saratoga Springs to take over the hosting of the annual Solomon Northup event; developed a partnership with the recently-opened Northshire Books; new campus calendar is up and running and events can now be linked to the calendar automatically through the events scheduling program; and working on the creation of a new institute involving the Music department.
- *Joe Stankovich* – the results from three surveys Skidmore participated in last year will be back this fall; a new COACHE survey will be coming out in October for all full-time faculty focusing on faculty status interaction; and finalizing the new Scantron system for evaluations.
- *Lisa Christensen* – continuing work on assessment.

- *Sarah Goodwin* – discussed the assessment standards colleges will need to meet for the next Middle States accreditation process; she will be meeting with members of the academic leadership during the fall semester to assist with the process. A brief discussion thereafter ensued concerning the appropriate leader of the next Middle States accreditation process.
- *Marla Melito* – In the midst of orientation and gearing up for the Wes Moore event on September 16; also working with faculty to identify students who would be good candidates for fellowships and scholarships.
- *Kim Marsella* – Working with the new international students on campus, summer advising, and transfer students; provided an update on the SEE Beyond program.
- *Bill Duffy* – reported that the summer has been busy; IT has been helping with the implementation of the new dean’s card and classroom renovations.
- *Dave DeConno* – reported that the Registrar’s office has assumed responsibility for UWW records and the content management for the online college catalog which was previously handled by Communications; also cleaning up data from original conversion and will be converting old AIMS data into Banner so that eventually all data will be in one system; and planning for electronic student files.
- *Auden Thomas* – discussed this summer’s enrollment figures and faculty development luncheons; pre-college enrollment figures are stagnant and are looking at ways to offer a more competitive program; the ESL program continues to grow; discussed plans to expand the young writer’s institute; also discussed this year’s Greenberg Middle East Scholar-in-Residence.
- *Beth DuPont* – working with the NY6 on a request for proposals for a unified web video conferencing, the media share project with the NY6; the second year of the ITap program, a new tool for e-portfolios, and an open learning project with Gordon Thompson.

Budget Planning

DOF/VPAA Breslin described the yearly budget process for operating budgets, capital budgets and new initiatives. Specifically with regard to new initiatives, he shared slides detailing the new initiatives requested by Academic Affairs last year amounting to \$1.169 million as well as all the new initiatives requested by the other divisions and approved by IPPC. Last year, Academic Affairs received \$391,000 of the \$700,000 new initiatives budget.

Thereafter, he explained that due to the flat operating budget last year, Academic Affairs saved approximately \$55,000 from the services and supplies budget. These savings were used to fund non-personnel-based opportunities, such as funding for internships. DOF/VPAA Breslin asked the group whether their offices were significantly constrained by the flat budget and whether next year they could sustain another flat budget or would need to have an increase of either 1 or 2 percent. He reminded everyone that there are other sources of funding should a department find that it needs additional funds in the event of a flat budget.

The group discussed the prospect of continuing with a flat budget next year. Many indicated that they found ways to be more efficient; some said that their costs increases were uncontrollable while others had unanticipated expenses. It was decided that each member will discuss with their staff whether they can sustain a flat budget or will need to increase their operating budget by 1 or 2 percent next year and will report back to DOF/VPAA Breslin.

Staff Development

Based upon President Glotzbach's theme this year of "community", DOF/VPAA Breslin discussed the possibility of staff development opportunities whereby the academic leadership would gather with other divisions of the college so that each division could learn about the work that each other does, so that misperceptions can be cleared and efficiencies could be made. After some discussion, it was DOF/VPAA Breslin would arrange for a meeting once a semester, with student affairs and admissions being the first two groups to meet this year.

Thereafter, DOF/VPAA Breslin mentioned opportunities for staff development, such as a supervisor training workshop, a leadership integration workshop, and a team-building workshop. DOF/VPAA Breslin encouraged anyone interested in any of these workshops to contact him.

Strategic Plan

DOF/VPAA Breslin led a discussion on the planning for the next Strategic Plan. A suggestion was made that one way to start preparing for the next Strategic Plan is to evaluate how Skidmore is currently operating, what has changed since the last Strategic Plan was launched, what might have been ignored and what should we be paying attention to now? There are core goals in our existing Strategic Plan that should continue but the issue of sustainability (in the curriculum and elsewhere) and the issue of collaboration with other colleges are, perhaps, two new issues. Further, we cannot lose sight of the distinctiveness of Skidmore. Coming to a close on this topic, DOF/VPAA Breslin suggested that more time would be needed to explore the process and substance of the next Strategic Plan; his office will send out a meeting invitation in the near future.