

College Leadership Council
And
Deans, Directors, and Department Heads
April 12, 2016

CLC Minutes:

*Travel Safety network:

Michael Adewumi and Brian Brubaker talked about the travel safety network. Please see <http://tsn.psu.edu/> for more information.

*Communications updates (Hoffman/Korner)

Korner met with Lawrence Lokman, VP for Strategic Communications, who wants to do more to publicize the arts and help reinforce that Penn State is cultural destination. Korner has asked him to come to the All-College meeting to talk about communication university-wide and how we can work together. **ACTION STEP: Korner is confirming presence of University Communication team and then will work with DDD and Faculty Council to build agenda for All-College meeting on August 16.**

*Next steps for artsUP -- Arts & Humanities Month celebration (all)

While very successful as a community event and raising community awareness of the arts, artsUP wasn't as successful in the goal of reaching the Penn State student population. For Fall 2016, we want to look at October, which is national Arts & Humanities Month, and use the programs/events that are already scheduled for that month and not create new ones that cost money and person-power. Parents Weekend will be October 14-16, 2016 and we hope to have a university-wide impact. We could possibly highlight 2-3 of the bigger events. Maybe offer open houses to showcase "behind the scenes" in some of our facilities. **ACTION STEPS: Hoffman is meeting with Roland, who helped us plan marketing for 2015 artsUP, to determine possible assistance from them for artsUP during October 2016. Don Lenze, Kelly Praskovich (A&A recruiting) and Scott Wing are working to have more presence in New Student Orientation for parents and new students, as well as Parent's and Weekend. Wilna Taylor (Student Engagement) is following up with A&A College Student Ambassadors who have already expressed interest in an Open House.**

DDD Minutes:

*Announcements: Budget Process: Finishing up the memo to the Provost that explains how we will give the 5% reduction. College plans to end in the black, but

with minimal carryforward this year. For the summer funding, we will return to the 45% to unit, 45% to college 10% to e-Learning. **ACTION STEPS: FO Kensinger is developing 2 spreadsheets that you will be asked to fill out. Temporary funds: She will put in the amounts and commitments that she is aware of (i.e. spousal hires, retention packages, etc.). You may list additional temporary funding requests for next year, but should not plan on receiving those until further notice. Permanent allocations & Income/Expense: An additional spreadsheet will ask you to track budget plans for 2016-17. These two forms will come to you by the end of April and will be asked to turn them in in about month. Budget meetings will be held in June.**

***Future of the Institute for Arts & Humanities (Schulz/Korner)**

Discussions are proceeding regarding reconfiguring IAH. We discussed pros and cons. **ACTION STEPS: Schulz will revise the A&A proposal related to this and share for feedback in the future.**

Issues related to faculty reviews and evaluation

- As you are working on evaluations, please note specific areas for improvement and refer to those in future evaluations—rewarding improvement and not rewarding those who do not take steps to improve.
- Give particular attention to faculty who have patterns of low SRTEs and address this in the annual evaluation. Refer them to Schreyer Institute for steps toward improvement in this area.
- Direct faculty to the Institute site for suggestions on how to increase student participation in taking the SRTEs:
<http://www.schreyerinstitution.psu.edu/increasesrteresprate>
- Scott's office will start producing SRTEs sheets used in dossiers for tenure-track and post-tenure reviews
- In order to develop more consistency and address recurring concerns raised by the College level reviews, all dossiers will be reviewed by Associate Dean for Research, whose portfolio includes faculty development, BEFORE the process starts at the unit level.

Deadlines:

- **November 1, All six-year draft dossiers dues to College Office for preliminary review.**
 - **January 10, All fourth-year draft dossiers due to College Office for preliminary review.**
 - **February 15, All second-year draft dossiers due to the College Office for preliminary review.**
- We will ask the P&T committee to review and revise college guidelines.
 - We are going to have a dossier preparation workshop at a new faculty workshop in the fall.