

Arts and Sciences Executive Committee

June 8, 2009

Members Present: Kenneth Andrien, Stephanie Bernhardt, Malcolm Cochran, Eric Drake, Lesley Ferris, Avner Friedman, P. Chris Hammel, Rick Herrmann, Joan Leitzel, Matthew Misicka, Matt Platz, John Roberts, Gail Summerhill, David Sweasey, Gifford Weary, Judy Wu.

Visitors: Dick Gunther, Brad Harris, Ann Rottersman.

- I. Welcome and Introductory Remarks:
 - Executive Dean of Arts and Sciences and Vice Provost Joe Steinmetz will begin on July 1. The Office of the Executive Dean is in regular communication with him in order to best facilitate the transition.
 - It is anticipated that Dean Steinmetz will form a task force next autumn to consider optimal ways to include faculty, staff, and student input into decision-making in Arts and Sciences. Dr. Leitzel asked individuals who would like to be part of this group to let her know of their interest.
 - The Executive Committee is expected to continue in its present form until at least January 2010 and may extend until June 2010.

- II. Updates on Arts and Sciences Request for Changes in University Rules:
 - Reviewed and approved as written a letter from Dr. Leitzel to Jay Hobgood, Chair of the Council on Academic Affairs. The letter requests approval to alter the Federation of the Colleges of the Arts and Sciences and the five colleges comprising the Federation to form a new administrative and educational unit called the College of Arts and Sciences. The Council on Academic Affairs is expected to review this request at their July meeting.
 - The review and approval process is as follows: Council of Academic Affairs, University Senate, Rules Committee of the Senate for identification of all rules that require changes in order to accommodate restructuring, President Gee, and the Board of Trustees.

- III. Business Process Redesign Update:

The working groups are well underway.

 - Facilities – 100 Journalism has been selected as the site for the Business Services Center. The September 1 target date for move-in will not be possible unless the project can be done as a change order to the renovation project underway in the adjacent lobby and conference room.
 - Human Resources and Fiscal – These two separate groups have determined the order of processes to be transitioned. It is anticipated that the human resources functions moved to the business services center will begin with immigration paperwork and visas, pre-hire paperwork, and then payroll and timekeeping as soon as the university's enterprise timekeeping product is selected. Requisitions and job postings will follow. The fiscal functions moved to the business services center will begin with travel, P-card processing, payment requests, and voucher approvals. Procurement will begin later, as an electronic requisitioning tool is developed. By setting the order of transition it is now possible to begin to identify

which functions will be transitioned on September 1 and how the other functions will be phased in over time.

- Technology – A member of this group also holds membership on each of the other working groups in order to ensure identification of technology needs. This group has recommended that the Arts and Sciences technology team manage the technology needs of the Business Services Center. The divisional deans have approved this recommendation.
- Communication – A communication plan has been approved by the deans. In order to streamline communication, BPR updates will be presented in a regular and comprehensive format. A mechanism to provide feedback on the BPR Project has been developed and is accessible on the Arts and Sciences restructuring web site.
- Metrics and Scorecard –A draft mission statement and strategic map have been developed and will be shared with the working groups. This group will review the Human Resources and Fiscal Processes maps to develop a performance-based scorecard that will provide appropriate assessment.

IV. Highlights from Arts and Humanities:

- Interim Dean John Roberts presented an overview of Arts and Humanities including departments, schools, centers, institutes, faculty, undergraduates, and graduate students.
- Academic centers and institutes have different orientations depending on the focus. Some centers and institutes are primarily research oriented, others have an additional interdisciplinary focus, while others provide outreach to the university and external communities.
- The number of faculty that comprise a department can vary considerably. Although most departments have 18 – 25 faculty members, the number can range from 11 in the Department of Slavic and East European Languages and Literatures to approximately 100 in the Department of English.
- Over the next five years 40% of the regular faculty in Arts and Humanities will become eligible for retirement. An unexpectedly large number planning to retire presents both opportunities and challenges.
- Dean Roberts reviewed opportunities for undergraduate student engagement, national and international awards, and the number of doctoral and masters programs.
- Focus is on bringing the two colleges together as one unit. To this end a common web site is under development.
- Three Associate Deans will assume the following roles across both Arts and Humanities: 1) curriculum, 2) undergraduate recruitment and affairs, and 3) faculty and research.
- Arts and Humanities continues to have a very active and productive faculty with numerous publications and national research awards.

- V. Highlights from Social and Behavioral Sciences:
- Interim Dean Gifford Weary presented an overview of Social and Behavioral Sciences including departments, centers, faculty, undergraduates, and graduate students.
 - Reviewed rankings of departments by *USNWR*, *US News*, and the NRC as well as the top-rated programs within departments as ranked by *US News*.
 - Reviewed faculty awards received from the university and at the national level.
 - Reviewed current use budget by source and university-wide comparison of grant expenditures by unit.
 - Of the ten largest undergraduate majors at OSU, SBS hosts three with Psychology ranking second, Political Science ranking third, and Communication ranking eighth.
 - Provided data demonstrating a five-year growth in the number of Social and Behavioral Sciences majors as well as increases in the number of undergraduate students enrolled in SBS courses.
 - Provided comparative enrollment data for all SBS departments with regard to department majors, SBS majors, and non-SBS majors.
 - Discussed engagement in the following three Targeted Investments in Excellence (TIE) Programs: Multidisciplinary Initiatives in Behavioral Decision Making; Population and Health Initiative; and Climate, Water, and Carbon.
 - Provided data on undergraduate honors credit hour production, as well as student participation in study abroad experiences, undergraduate research opportunities, and internship activities.
 - Focus is on progress of individual departments and programs as well as continuing support for interdisciplinary initiatives.
- VI. Dean Leitzel expressed appreciation to the committee members for their commitment over the past year.