

## COLLEGE OF SCIENCE AND TECHNOLOGY

Minutes of the Collegial Assembly  
October 1, 2004

**Aiken** called the meeting to order at 2:47 PM. The following were present:

<b>Biology</b>	<b>Chemistry</b>	<b>CIS</b>	<b>Mathematics</b>	<b>Dean's Office</b>
Amini	Jansen	Aiken	Datskovsky	Conrad
Lim	Sieburth	Hughes	Hijab	Intemann
Sanders	Stanley	Poe	Nathan	Jenkins
Sheffield	Strongin		Szyld	Luehrmann
	Wunder			Murphy
<b>Biotech Center</b>		<b>Geology</b>		Nicholson, A.
Nicholson, R.		Nyquist	<b>Physics</b>	
			Dubeck	<b>Guests</b>
			Lyyra	Angela Linse, TLC
			Martoff	Gretchen Sneff, Library
			Mihalisin	Laura Lane, Library
			Riseborough	Katherine Szigetti, Library

### Approval of minutes

The minutes of April 16, 2004 were approved.

### Dean's Report

The dean introduced **Angela Linse**, the Director of the Teaching & Learning Center. Dr. Linse spoke about the services that the Center provides to assist faculty members with issues related to teaching.

The dean also introduced Gretchen Sneff, Head of the Engineering and Science Libraries, who in turn introduced Laura Lane, who is responsible for the collections in Geology, Mathematics, and Physics; and Katherine Szigetti, a new librarian who will be looking after Biology, Chemistry, and Computer & Information Sciences collections. Ms. Sneff gave a brief review

of the progress of the search for a vice provost and director of the University Libraries. She also called attention to the new **Library Prize for Undergraduates** — three awards of \$1000 each will be awarded for outstanding research papers written for courses taken for credit.

The dean announced that he was unaware of any activity involving a search for a permanent dean of the College.

The College recently held a retreat as a first step toward formulating a **Strategic Plan** for the College. The dean is now writing a plan.

The College now has a director of development, **Gregory Murphy**. The dean introduced Mr. Murphy, who described some of his immediate goals, as follows.

- Identify our alumni. Most are now classified as CAS alumni.
- Attract major gifts.
- Expand the Alumni Board, currently 6 strong, to a target population of 50.
- Establish a Board of Visitors

The dean briefly described renovations now planned or in progress. These include

- Beury and Barton Lecture Halls (finished).
- Beury 1st floor, basement (Summer 2005)
- Bio-Life 4th floor and HVAC (Jan.–Sept. 2005)
- Bio-Life 1st floor animal facility – an action plan is in effect.
- Bio-Life teaching labs are planned for renovation, no date yet.
- Barton and Wachman also need renovation.

Undergraduate enrollments are up 11% over last year. It is becoming increasingly difficult to staff sections with qualified adjuncts. The population of graduate teaching assistants is regulated by the Graduate School, and is not slated for increase.

Research funding continues to grow dramatically. The College will use its listserv to keep faculty informed about new funding opportunities. Eric

Grinberg has resigned his position and the College is considering whether or not it needs to appoint a new associate dean for research.

**Martoff** expressed his concern that the strategic plan was being formulated under the auspices of an acting dean, in an environment where the College is not even allowed to recruit tenure-track faculty members.

## **Associate Dean reports.**

**Conrad** reported that the College has developed a new form that must be signed by an instructor to override prerequisites. The form is on lime colored paper, and must list all prerequisites for which an override is requested. **Stanley** pointed out that students who enroll in their courses on line can do so without any prerequisite check. This is true, and the College made numerous requests to have prerequisites checked, just as time conflicts are, when students register online or by telephone. Computer Services is resistant. The lime forms will apply for freshmen and students with academic holds, as well as those who request overloads, etc.

The “**I**” **grade** can only be given if it is accompanied by a contract. The contract form has been revised, and now requires a signature from the Office of the Dean. If a student requests an incomplete grade, and the instructor agrees, the contract should be filled out as usual, and forwarded to the dean’s office for signature. The student must be told (and will see on the contract) that the agreement is subject to dean’s office ratification, and that he or she will be contacted if the dean’s office requires a modification. The reason for this additional step is that some contracts have required the student to repeat the course. Such contracts are forbidden, but the College has to honor some of them because the instructor has signed for the University. A valid contract must not specify that the work to be completed is 50% or more of the course, and must not involve extensive auditing. Some basis for grading the student must be specified, and must include work that was completed before the course ended.

There has been some confusion about the distinction between **withdrawals and drops**. A withdrawal is an exit from a course during weeks 3 – 9 (3 – 4 in summer sessions). A notation indicating that a withdrawal occurred is placed on the student’s transcript. Except for excused or semester withdrawals (the latter refers to a situation where the student withdraws from all courses), a student is limited to a maximum of 5 withdrawals while

at Temple, and can withdraw from a given course no more than once. There is no refund of tuition. A drop is an exit from a course during weeks 1 or 2, and generates a tuition refund. Under special circumstances, a student who has not attended classes after the second week may petition for a drop. There is no limit on the number of courses a student may drop. If a course syllabus says that a student may drop a course up to the end of the 9th week, a knowledgeable student may attempt to take advantage of that (it happened recently).

Bill Nathan is no longer serving as health professions advisor, and that service is being provided (temporarily) by Ray Coughlin.

**Intemann** reported on the levels of graduate faculty. An ordinary member of the Graduate Faculty (GF) may serve on a dissertation committee, but only a member of the **Doctoral Graduate Faculty** (DGF) may be a thesis advisor. The Graduate Committee is working on criteria for membership in the GF and DGF. The faculty of each department will discuss and develop draft criteria, which will be reviewed by the Graduate Committee. The Graduate Board has asked each college to submit its criteria by December 15, 2004.

The CST web site ([www.temple.edu/CST](http://www.temple.edu/CST)) has links to each department's colloquium/seminar announcements. The College plans to set up a weekly e-mail announcement of the schedule as well.

**Luehrmann** discussed her efforts to enhance peer evaluation as a complement to CATE for use in personnel decisions (reappointment of deans and special appointment faculty, and tenure/promotion of presidentially appointed faculty). She has developed a form to guide peer evaluation. The form is available in the "Faculty Resources" section of the CST web site. The form will not be part of the reappointment/tenure/promotion package, but the results of the peer evaluation can be written up to give specific, quantified information for submission to the vice provost for faculty affairs.

## Committee reports

### Dean's Advisory Committee

**Aiken** announced that the College was considering a teaching award for faculty. He also said that the Middle States requires an interim self-study in 2005. Our last full evaluation, done every ten years, was in 2000. A

committee has been formed by the Office of the Provost to work on this.

## **Undergraduate Committee**

**Jansen** described (for first reading) a motion to change the title of the B.A. and B.S. degrees in Computer and Information Science to just Computer Science. **Hughes** explained that there were two reasons for this change: first, there is now confusion because the department also offers degrees in Information Science & Technology; and second, a graduate with a CS (as opposed to CIS or IS&T) degree commands a higher salary.

A second motion, also first reading, requires all CST students to declare a major upon or before the completion or transfer of 30 credit hours that can be counted for a CST degree. Explanation: Currently, all undeclared CST students are freshmen (there are 41), who will probably declare majors without this regulation. However, the College has 658 students who have declared their curriculum to be pre-pharmacy. (This curriculum does not lead to a degree. Its purpose is to prepare a student to apply for admission to the Pharm.D. program.) Of these, 374 are freshmen, and the remaining 284 are upperclassmen. Not all of these students will make it to pharmacy school, and those who don't need a plan B. Without declaring a major, the students limit their options, because the prerequisite courses for pharmacy school are not a good fit for any of our degree curricula.

## **Safety Committee**

**Conrad** reported that the Safety Committee was working on laboratory safety regulations for the College. He reported that any inspection with 10 or more deficiency points would trigger attention and possible action, including closure of the laboratory until the issues were resolved. The current penalty assessed by EHRs for having a laboratory worker (faculty, student, or technician) who has not had the requisite safety training is 5 points.

**Adjournment** The meeting adjourned at 4:17 pm.

Respectfully submitted,

Bruce Conrad