

Minutes: COA Meeting
October 9, 2008

Present: Marcia McKelligan (chair), Neal Abraham, Beth Benedix, Vic DeCarlo, Rick Provine

- Prior to the meeting, the VPAA had provided COA with two documents: “Released Time Workload Credit Summary” and “Workload, Time, Recognition, Compensation.” The former provides a detailed rundown of the various administrative and instructional duties, as well as faculty awards, which result in a reduction of a faculty member’s normal teaching responsibilities. The second document presents a chronicle of the evolution of workload standards, faculty awards, and compensation at DePauw over the past ten years.
- COA used the two documents cited above as the framework for a freewheeling (and very preliminary) discussion of how DePauw might make the transition to a 3/2 teaching load. Ideas explored included: regularizing - and, in many cases, reducing or eliminating - release time for administrative duties; eliminating release time for faculty fellowships (while retaining the stipends that go with the awards); raising the average class size; teaching some credit courses during Winter Term; and reducing the overall size of the student body.
- The VPAA reported that the trustees want to do a comprehensive look at the employee benefit package (health + retirement); their thinking is that the University’s contributions are on the high side. Trustees are also saying that ~5% per annum faculty raises are higher than in other sectors of the economy.
- The chair indicated that she would soon be asking for volunteers to help facilitate discussion of President Casey’s intellectual life initiative at open meetings to be held during the week of October 27-31.
- The meeting was adjourned at 5:30.

Minutes for Committee on Administration meeting
Thursday, October 30, 2008

In attendance: Victor DeCarlo, Pedar Foss, David Gellman, Marcia McKelligan (chair), Rick Provine, Jackie Roberts.

- David Gellman chosen recorder for meeting.
- Minutes of previous meeting (10/9/08) approved.
- Committee reviewed reports from conveners (Pedar Foss, Victor DeCarlo, and Beth Benedix) of faculty discussions groups on 3/2 load organized in response to President Casey's Intellectual Life Initiative. Committee extensively discussed these reports and the results of faculty on-line questionnaire.
- Committee discussed President Casey's request for a nomination to Trustee Committee looking into health care benefit packages, deciding that Professor Emeritus Jack Morrill had the full confidence of the committee to serve in that capacity. Committee also expressed desire to have further input into the Trustees' decision-making process.
- Committee requested that Chair contact department chairs to have each department run a simulation of what 2008-2009 offerings would be if 3/2 load were currently in operation, evaluating two scenarios: a) 3/2 load with all current course reduction arrangements suspended; b) 3/2 load with current course reductions also in operation. This information will help COA determine to what extent changes in load structure would impact curriculum and help identify departments with particular needs and challenges.
- Chair requested that each committee member craft proposals in advance of November 13 meeting attempting to respond to President Casey's charge to consider how a 3/2 load could enhance intellectual life.
- Pedar Foss moved that "All department self-studies be suspended until Enriching Intellectual Life at DePauw initiative is complete." The motion was seconded and approved by unanimous consent.
- Chair reported that she had written to Student Congress asking what sorts of out-of-class faculty-student engagement students would or would not value.
- DeCarlo suggests that COA look into visiting other college campuses where we might encounter the models of intellectual life DePauw is striving to emulate.
- Meeting was adjourned.

Minutes respectfully submitted by David Gellman

**Minutes for the Committee on Administration
Thursday, November 13, 2008
4:00-5:30 P.M.
317 Asbury Hall**

- 1. Approved minutes from meeting of 10/30/08, as amended.**
- 2. Announcement of FGSC progress and plans; brief review of President Casey's remarks at the Nov. 3rd faculty meeting. (McKelligan)**
 - Preliminary report for FGSC on Thursday, Nov 20.**
 - Not all departments have yet responded to survey.**
 - Ask that we attend December faculty meeting to hear responses and to address questions.**
- 3. COA will be asked by Dr. Casey to review the benefits and the overall budget concerns. Jack Morrill recommendation accepted. Waiting to hear the form of our contribution.**
- 4. Discussion of Neal's report (comparison to other GLCA schools course loads).**
- 5. Presentation and discussion of individual COA member proposals for move to 3-2. Each provided in writing at or after the meeting.**
- 6. Adjourned.**

**Rick Provine
11/13/08**

COA Meeting Minutes
February 12, 2009

Present: Marcia McKelligan (chair), David Gellman, Pedar Foss, Rick Provine, Vic DeCarlo, Jackie Roberts, Beth Benedix, Neal Abraham and Tom Dixon (guest)

- Neal Abraham, Vice President of Academic Affairs, presented the comparative data of peer institutions from the “Rankings and ratings of average salary and average total compensation for faculty members”
- Tom Dixon, Vice President of Finance and Administration, was invited to present information on the university budget. He reported on the Trustees meeting and on the current state of the budget. Advice was requested concerning how to move forward on planning for next year’s budget.

Minutes: COA Meeting
February 26, 2009

Present: Marcia McKelligan (chair), Neal Abraham, Beth Benedix, Vic DeCarlo, Pedar Foss, David Gellman, Rick Provine, Jackie Roberts

- The meeting was convened at 4:15 PM.
- The minutes of the February 12 meeting were approved after some minor changes.
- In response to a request from COA, VPAA Abraham promised to provide the committee with an organizational chart of the university's administrative staff.
- The committee asked VPAA Abraham about new federal regulations included in the Higher Education Opportunity Act (HEOA), particularly the "textbook cost containment" portion of the legislation which requires disclosure of class reading lists at the time the Schedule of Classes is published. Committee members noted that it would be very difficult to produce book lists many months in advance (especially when developing new courses) and also were concerned that students would choose courses, or sections of courses, according to the price of books. The VPAA indicated that the administration is looking carefully at the provisions of the HEOA and its impact at DePauw. Some members of the committee urged VPAA Abraham to become an active participant in lobbying efforts against the book list regulation.
- The VPAA circulated two documents, one showing the current organization of Academic Affairs and a second which presented a plan for a proposed restructuring which could be implemented as early as the middle of the Fall 2009 semester. The new structure would include the creation of the position of Dean of the College, a tenured faculty member serving a three-year term who would be directly responsible for curricular programs.
- The VPAA presented the committee with a document on faculty workload titled, "Opportunities and Expectations for Faculty Members," and invited COA to provide feedback at some future meeting.
- The meeting was adjourned at 5:45 PM.

Minutes for Committee on Administration meeting
Thursday, March 19, 2009

In attendance: Victor DeCarlo, Pedar Foss, David Gellman, Marcia McKelligan (chair), Rick Provine, Jackie Roberts, Tom Dixon (V.P. of Finance), Jana Grimes (Director of Human Resources), and Gil Standley (university-hired insurance broker).

- David Gellman chosen recorder for meeting.
- Jana and Gil provided detailed information accompanied by hand-outs regarding possible changes in health insurance plan for academic year 2009-2010, including a review of HRA plan that went into effect for the current academic year, further possible adjustments in prescription drug plans.
- Jana and Gil took questions throughout meeting.
- Meeting was adjourned.

Minutes respectfully submitted by David Gellman

Minutes of the Committee on Administration
Thursday, April 2, 2009
4:15 P.M.
218 Asbury Hall

- I. Selection of recorder – Rick Provine.
- II. Minutes of 3/12/09 and 3/19/09 approved as amended.
- III. Jana Grimes and Felice Herrera-Kish presented further information and received feedback regarding possible changes to our health insurance plans for next year.
- IV. Tom Dixon shared updates on the current financial situation.
- V. Adjourned 6:10PM.

Attendees:

Marcia McKelligan
Beth Benedix
Pedar Foss
Jackie Roberts
Rick Provine
Neal Abraham
David Gellman
Vic Decarlo

Guests:

Jana Grimes
Felice Herrera-Kish
Tom Dixon

Submitted by Rick Provine

COA Minutes
April 23, 2009

Attending: Marcia McKelligan, David Gellman, Vic DeCarlo, Pedar Foss, Rick Provine, Jackie Roberts, Beth Benedix

- Discussion of recommendations to Brian Casey, President, concerning the search for the replacement of Neal Abraham, Vice President of Academic Affairs
- Resumed discussion of 5 course load