

From: Susan Coakley
To: CHEP College Council
CC: Tim Barnekov, Zoubeida Dagher, Judi Holmes
May 10, 2005
Year-End Report

Dear Council Members,

The 2004-2005 year was a year of attempting to carry out the original purpose of the College Council, as researched by the 2003-2004 Council, especially its Chair, Zoubeida Dagher. Thus, in the Fall of 2004, since there were no pressing issues, the Council met only twice during the semester, as specified in the bylaws of the College. In the Spring of 2005, the Council has met monthly from February to May.

During these meetings, the Council has tried to fulfill its purpose of overseeing the work of the College Standing Committees: Undergraduate Curriculum Committee, Graduate Curriculum Committee, and Promotion and Tenure Committee. We have encouraged each committee to submit minutes to the Dean's Office for inclusion on the website, and we have invited the chairs of the committees to report to the Council on their work for the year.

The CHEP COCAN Chair has attempted to follow the bylaws by having units submit more than one candidate for committee positions, by recruiting help with nominations from Council members from the different units (the COCAN), and by attempting to have a slate ready in time for both memberships to meet together at the May meeting.

Two issues have come up this semester, one a continuation of last years' work, the other an invitation from the Dean. On the topic of student diversity, the 2004-2005 Council discussed initiatives being implemented at the department level as well as at the College level. However, the recommendations made by the 2003-2004 Council were not expanded to include measures of progress for undergraduate student diversity.

The other issue, Service Learning, has not seen any action by the 2004-2005 Council. This may be discussed and acted upon by the 2005-2006 Council.

A third issue arose in the Promotion and Tenure Committee. The Council heard from Fred Hofstetter, Chair, about this issue at the May 10, 2005 meeting.

Recommendations to the Dean:

- Even though the individual meetings with each unit are seen as very positive activities that lead to closer contact with more faculty members, we would encourage you to also hold the yearly College-wide meeting, to give an opportunity for the entire College community to come together.
- Look over the College Strategic Plan and share with the Council in the Fall ideas for modifications.
- Indicate to the 2005-2006 Council how it might help the College in the area of Service Learning

Recommendations to the 2005-2006 Council:

- Continue to work at fulfilling the mission of the Council:
 1. serve as liaison between the Dean's Office and the College Community, working on issues as invited by the Dean or as requested by Community members
 2. encourage communication among the CHEP committees and make sure they have adequate representation from all units.

Issues the 2005-2006 Council might wish to address:

- Work with the Dean on modifying the CHEP Strategic Plan, including the objectives and measures of progress adopted by the Council 2003-2004.
- Develop objectives and measures of progress for promoting diversity at the undergraduate level.
- Make recommendations regarding the promotion of service learning throughout the College.
- Review the By-Laws that deal with the Council and the nominations for College Committees. The bylaws currently state that we should ask each unit for 2 nominees for each Rep on the Council. The original thinking was that with 2 nominees from each unit, the COCAN committee would have a greater, in-depth pool of candidates that would more easily lend the process to choosing a diverse set of representatives, i.e., type and rank of faculty, professional staff, gender, race and ethnicity, etc. However, it has become harder and harder for each unit to do that over the years, so the COCAN committee starting asking them for 1 nominee. In addition, a number of the units reported that they themselves take diversity into consideration when either nominations or self-nominations take place. The Bylaws should be reviewed and possibly changed to agree with real practices.

Starting the nomination process earlier in the year would make a smoother transition, but this might be impossible with the end-of-year process conducted in many units.

Including a system of rotating chair for the Council and the Standing Committees might help to make it easier to recruit the Council Chair and to get Standing Committees started in the Fall.

It has been my distinct honor and pleasure to work with the CHEP College Council this year. I encourage all Council members to review the documents on the website: Council Procedures and College Bylaws, as well as the year-end report from 2003-2004.

Special thanks to Raheemah Jabbar-Bey and James Morrison for their work as COCAN Chair and Council Vice-Chair, respectively. Thanks to all 2004-2005 Council members and others in the CHEP community who interacted with the Council. Finally, thanks to Dean Barnekov for his guidance, support and encouragement.

Respectfully submitted,
Susan Coakley