TO: PCPS Dean’s Conference  
FROM: Diane S. Muniz  
DATE: February 26, 2009  
RE: Summary of the February 26, 2009 Meeting  

Guest: Nancy Dolan, Esq.  
Present: Ms. Pat Connolly, Prof. David Hair, Dr. Patricia Harrington, Ms. Andrea Mantione, Dr. Oliver Morgan, Dr. Michael Olivette, Ms. Dianne Posegate, Dr. Carol Radle, Dr. John Sanko, Dr. Dan West  

The summary of the November 25th meeting was approved.  

The PCPS Community Celebration will take place on March 31, 2009 beginning at 6:00 p.m. The Celebration will focus on faculty, staff and student research. The Dean’s office will arrange to have two tables per department set up in the ballroom. Departments are responsible for set up and take down of all displays. Departments need to give the Dean’s office a count of the students they invite. Nominations are being accepted for the two service awards.  

Student travel funds up to $200 are available from the Office of Research Services.  

Staff from the University’s development office will be conducting a walk-through of the Leahy Center and Leahy Hall so they can become more familiar with these areas, when they begin fundraising for these two projects. The Dean asked them to raise $8 million for Leahy Hall.  

A temporary clerical person, Ms. Nancy Gebler, will be with the College until May. Contact Diane Muniz if your department is in need of help.  

Dr. Michael Olivette and Ms. Dianne Posegate gave an update on the master schedule. As the master schedule is being tweaked, Chairs were asked to look at specific courses, in particular, the minimum number of students required for a course to be taught. This minimum number may be increased to 12 students in the future. Departments need to begin thinking about scheduling courses over a four-year time frame so students and advisors know when courses will be offered.  

Catalog copy is due to Dr. Michael Olivette on March 13, 2009. The Chairs were asked to make sure that course descriptions match what was sent to the Faculty Senate.
A colloquium presentation and discussion will be held on March 5, 2009. Dr. Darryl De Marzio will present on “Self-Sacrifice and the Ethics of Teaching.”

The eighth annual Conference on disABILITY will be held on October 7, 2009. Dr. Barbara Wagner and Ms. Lisa Burns are the co-directors. The theme is: “Transition: Today, Tomorrow, Together.”

Chairs were asked to remind faculty and students not to tape posters/flyers to walls or painted doorways.

Challenges Newsletter: Dr. Radle is working on the spring edition of the newsletter and will be sending it to the publications office for review. Dr. Radle explained that when newsletter copy is submitted to the publications office, the staff works with a four page increment for the newsletter. This means that if Dr. Radle supplies more than four pages of articles/pictures, the number of pages jumps to eight, and she will need to supply articles/pictures to fill the eight pages. If it goes beyond eight we are then looking at a 12 page newsletter. If there are not enough articles/pictures to fill eight/twelve pages, it may become necessary to defer some articles/pictures or leave them out completely, depending on their relevancy. Dr. Radle also noted that the publications office has set guidelines for the number of words that can appear in an article as well as a caption. Department news—50 words per news item; Article, no photo—550 words; Article—one photo—500 words; photo with caption—caption cannot exceed 50 words. A suggestion was made to have an on-line newsletter. However, it was noted that normally one issue is used specifically as a fundraising tool for Mr. Leahy’s December celebration. Newsletters are currently on the CPS website.

Nancy Dolan was asked to inform the Chairs about the recent changes in the hiring of faculty, particularly adjunct faculty. She gave a brief background on why we are doing what we are doing; what is driving the decisions that are being made; and why we placed these decisions on the Chairs as hiring managers. She explained that The University is considered a government contractor and must comply with the rules of the OFCCP. After many questions and much discussion, it was determined that once a job requisition is approved, the letter informing the job seekers of an opening and an EEO card will be sent to every person on the job seekers list. If at any time during the hiring process you have a question or unusual situation, please feel free to call her.

c: APC
Rev. Scott R. Pilarz, S.J.