1. **Membership:** Gabrielle Bersier; Tim Brothers; Ain Haas; Christian Kloesel; John McCormick; Nancy Newton; Phil Scarpino; Kristy Sheeler; Martin Spechler; Marianne Wokeck

   **Committee Chair:** Nancy Newton  
   **Liaison with Agenda Council:** Ain Haas

2. **Meetings held with Acting Dean Robert White and with Rick Hanson,** Assistant Dean for Finance & Administration for Liberal Arts:

   - September 2
   - October 7
   - November 4
   - December 2
   - February 17
   - April 13
   - May 10

3. **Summary of Issues Discussed and Recommendations Made:**

   **Fall Semester:**

   -- Proposal for M.A. in Political Science recommended for forwarding to Faculty Assembly for a vote following suggestions for improvement from Committee

   -- Requests to Search for New Faculty (submitted by Economics; English; History; Philosophy; Spanish); committee members’ rankings of these requests discussed and communicated to Acting Dean White.

   -- Sharp rise in assessments charged to Liberal Arts by Campus Central Administration (7.8% increase over previous year): discussion of ways to increase revenues and cut costs within the School; discussion of the activity of “FPAC” over the summer of 2003 and part of the Fall (C. Kloesel served on FPAC and reported on its deliberations to us)

   -- Revised assessments projection from Campus Administration (Bob Martin) received in November: discussion of implications

   **Spring Semester:**

   -- Strategic Planning and Doubling: Discussion of Chancellor Bantz’s 9 goals and “the power of two” principle. Discussion of the budget model known as the “4 drivers”: credit hours; FTE; physical space; research. This model, first developed in 2000, is currently on hold (not yet implemented) until President Herbert makes decisions on the RCM budgeting model.
-- Formulation of strategies within Liberal Arts to cut costs/increase revenues:

* delayed (1 year) replacement of tenured or tenure-track faculty upon retirement or leaving the School
* stricter monitoring and enforcement of course releases from the normal teaching assignment of 5 courses per academic year (an assignment that presumes satisfactory research activity by faculty members)
* stricter monitoring of policy that prohibits 12-month appointees from teaching in the summer
* adoption of course enrollment minimum of 15 for summer sessions
* adoption of summer salary cap beginning in 2005
* increased effort to secure endowed graduate assistantships and graduate scholarships
* increased effort to secure grants that allow for salary replacement
* increased effort to improve student retention.

-- Need for articulation of 6-year plan, taken to the department level, that imbeds campus goals

-- Trustees Lecturers for 2004-05: discussion and ranking of requests from Anthropology, Classics, Economics, Philosophy, Political Science, and Religious Studies (all these requests, in addition to a previously committed one for English, were approved)

-- Dramatic drop in Summer and Fall enrollments (12% down as of mid-May) and return to discussion of student retention; Gateway courses; the use of appropriate technology in large lecture courses; the acute problem of shortage of classroom space; plus the possible effects of the change to the PeopleSoft system

-- Recognition of need for this committee to assume greater responsibility for informing and educating our colleagues about the constraints that affect our School’s budget and our need to collaborate and pool our energies to improve our budgetary profile and our potential for growth and accomplishment in the future

Recorded and submitted by Committee Chair, 2003-04, Nancy Newton

May 14, 2004