CHAIRS MEETING

November 19, 2015

WESLEYAN UNIVERSITY
AGENDA

• Curriculum Development
• Library Updates, Services, Resources
• Web “Splash Pages”
• Professor of the Practice Position
• Advising Update
• CFCD Update – Becoming More Visible
Curriculum Development

• All 16/17 course offerings should be entered into Curriculum Development (CD).

• CD opened Nov 9 and closes Feb 5 (two days after drop/add ends).
  - Faculty were notified of CD opening via email, but were told to consult with department for internal deadlines.

• Handouts available in EP (no print copies). **Curriculum Development User Guide** details all aspects of the system.

• As of fall 2015, only option for first-year seminars are FYS courses (writing-intensive; limited to 15 students).

• Check enrollment information carefully.
  - Bins should be accurately assigned.
    - X = excluded, 0 = lower priority
    - Be sure junior/senior seats are correctly located in major vs. non-major bins.
  - POI Courses
    - Make sure the course is marked appropriately as during pre-reg or drop/add.
    - Whenever possible, they should be set during pre-reg to help alleviate course access issues.
Curriculum Development

• Be sure you offer correct number and level of courses required for students’ progress towards degree completion.

• Biggest issue is distribution across days of week & times of day.
  • Try to keep some peak times open for visitors, if applicable.
  • Meeting Time Summary report tracks your department’s distribution.

• Review all of your department’s offerings carefully before the system closes.
  • New course proposals will be provided to the division deans for approval after the system closes
    • Be sure to indicate on the new courses if they satisfy major requirements!
    • Extensive reports will be run and shared with Academic Affairs.

• I will offer small group and/or individual trainings as requested.

• Any questions, please call or email Karri Van Blarcom at x3684 or kvanblarcom@wesleyan.edu.
Library Updates, Services, Resources

- Brief facts about the library – 2014-2015
- Newer library services and resources
- Current state of the library
  - Where we are/changes as a result of the external review
  - Upcoming known changes
  - Search for University Librarian
- Opportunity for questions and answers
**LIBRARY SPACES**

**FRIDAY 10 PM**

**Least busy hour**

**Tuesday 10 PM**

**Busiest hour**

**Olin**

- 113 open hours per week
- + 7 hours added reading week
- 746 seats

**Average # visitors per hour open (Olin)**

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2014-2015 academic year

**Sci Li**

- 115 open hours per week
- + 19 hours added reading week
- 329 seats

Keep up to date! Wesleyan University Library twitter.com/WesLibNews
Library Materials
What happens in your library

**LIBRARIAN SERVICES**

- 2,896 research questions answered
- 125 class sessions taught by librarians
- 556 research appointments with librarians

**Sources of Research Questions**

- In person: 64%
- Email: 11%
- Phone: 6%
- Online Chat: 6%
- Special Collections: 13%

2014-2015 academic year
Newer Library Services & Resources

- Olin Digital Lab on floor 3/Digital Projects Librarian
- Hathi Trust
- EAST
- Open Access Materials
Current State of the Library

• External review / where we are
• Upcoming known library changes
• Search for the University Librarian

• Your questions?
Web “Splash Pages”

http://devbox.wesleyan.edu/~emacleod/splashpages/
Professor of the Practice

• Chart of non-tenure-track appointments is available in the Chair’s Handbook in your Faculty Portfolio

• This chart covers the appointment details for the following appointments:
  • Full-time salaried ongoing teaching appointments:
    • Professor of the Practice
    • Artist in Residence
    • Instructional Adjunct
    • Administrative Adjunct
  • Contingent “visiting” teaching appointments:
    • Full-time Visitor
    • Per-course Visitor
    • Music Ensemble Coach
    • Private Music Lesson Teacher
  • Ad-hoc paid appointments made by Academic Affairs:
    • Research Professor
    • COE Visiting Scholar
    • Van Vleck Visiting Scholar
  • Non-teaching unpaid “courtesy” appointments:
    • Research Professor
    • Visiting Scholar
    • Research Affiliate
Advising Update

• Recent lunches discussing advising
• Continued discussions of advising in departments
CFCD – Becoming More Visible Workshop

- **What it is:** 4-hour hands-on professional development workshop to enhance visibility of Wesleyan faculty and their scholarly work
- **Proposed date:** Tuesday, April 12, 2016, noon-5pm
- **Leaders:** Naedine Hazell and Scott Johnson
- **Who can participate:** 25 faculty members
- **To apply:** write a short application stating why you want to participate (3 paragraphs) and submit a one-page description of your scholarly work that will be revised during the workshop
- **For more information:** Jan Naegele at x3232 or cfcd@wesleyan.edu
THANK YOU!

Next meeting: February 23, 4:15-5:30pm in PAC 001