



CHAIRS & DIRECTORS RETREAT

August 19, 2008

Daniel Mgt Center, Room A, Moore School of Business

8:00 a.m. – Coffee & Danish

8:30 a.m. – 12:00 noon – Business Meeting

AGENDA

8:00 AM		COFFEE	
8:30 AM	I.	Introductions	
9:00 AM	II.	Update on the College	Mary Anne Fitzpatrick
	A.	Hiring / New Faculty	
	B.	Space and Facilities Planning	
	C.	New Sources of Funding	
	D.	Academic Planning Process	
	III.	Administrative Matters	Mary Anne Fitzpatrick
	A.	Announcements	
	B.	Ethics	
	C.	Stewardship of Gifts	
	D.	IT Security	
	E.	Research Professor Promotions	
10:00 – 10:15 AM		BREAK	
10:15 AM	IV.	Assessment	Mary Anne Fitzpatrick
10:30 AM	A.	Learning Outcomes on Syllabi	Mary Ann Byrnes
10:45 AM	V.	Prepare for the Work to Come in FY09	Mary Anne Fitzpatrick
	A.	Tenure and Promotion	
11:00 AM	VI.	Building Towards the Future 2009	
	A.	Update on Budget	Mary Anne Fitzpatrick
11:30 AM	B.	Managing Summer School	Sonya Brown
11:55 AM	VII.	Celebrating our Success: The Annual Report	Mary Anne Fitzpatrick

Appendices:

1. Alumni Awards Nomination Memorandum <http://www.cas.sc.edu/dean/alumniaward09.html>
2. Sabbatical Memorandum
3. Classified Staff Excellence Awards Memorandum
http://www.cas.sc.edu/dean/handbook/documents/classified_staff_awards_09.pdf
4. Associate Professor Professional Development Award Application Memo
<http://www.cas.sc.edu/dean/handbook/chapterfour.html>
5. Annual Giving Solicitation Memorandum
6. IT Security Tips

MANAGING YOUR DEPARTMENT / PROGRAM

The College of Arts & Sciences maintains an online Administrator's Handbook where major communications from the Dean, important College policies, calendars, meeting minutes, and organizational information are posted and are continually updated. **Please consult this site often throughout each semester** as deadlines and event venues may change. The main web address for the A&S Administrator's Handbook is <http://www.cas.sc.edu/dean/handbook/> . Several key items from the website are listed below:

Calendars:

Chair Responsibilities Cycle Calendar <http://www.cas.sc.edu/dean/handbook/1-5.html>

Month-by-Month Calendar <http://www.cas.sc.edu/dean/handbook/calendar2008-2009.pdf>

Routing Chart <http://www.cas.sc.edu/dean/handbook/1-2.html>

T&P, Third Year Review, Post-Tenure Review Calendar (Department Chairs ONLY)

http://www.cas.sc.edu/dean/handbook/documents/2008-2009_tenure_promotion_deadlines.pdf

College Standing Committees:

Academic Planning Council Members <http://www.cas.sc.edu/dean/handbook/1-4.html>

Curriculum Committee Members <http://www.cas.sc.edu/dean/handbook/1-3.html>

Faculty and Staff Programs:

Dual Career Employment Services (non-academic spouses)

<http://hr.sc.edu/employ/dualcareerC.html>

Employee Assistance Program www.lifeserviceseap.com

Family Friendly Policies <http://www.sc.edu/provost/policiesfamilyfriendly.shtml>

Sabbatical Leave Request form 2008-2009 <http://www.sc.edu/provost/forms/sabbaticalrequest.pdf>

Fiscal Policies:

Administrative Policy for Management of Educational Foundation Scholarship Funds

<http://www.cas.sc.edu/dean/handbook/ChapterTwo.html>

Department Spending Authority Memorandum

http://www.cas.sc.edu/dean/handbook/documents/dept_spending_authority.pdf

Funding Retirement Events Memorandum

http://www.cas.sc.edu/dean/handbook/documents/retirement_event_usc_policy_rev.pdf