

Minutes for the Political Science Department Meeting (11th Sept 2015)

- Collective agreements about meetings
 - Basic agreements about collegiality and conduct in department meetings.
 - **Decision:**
 - Start meetings on time.
 - Come with a smile and a sporting spirit.
 - Be “*tough on problems and easy on each other.*”
- Announcements
 - The department must be prepared is projected to have 300 undergrad majors, including incoming students this year.
 - Undergraduate students should be directed to the newly opened ACCESS Advising Office in Dean Hall Rm 2.
 - Faculty are encouraged to take advantage of UROP to engage undergrad students in research.
- Department retreat to improve departmental climate
 - **Decision:** The target date for the departmental retreat is **Oct 30th, 2015**. Additionally, October 2nd, 2015 is to be a backup date.
 - The question of who will facilitate will be discussed and decided at the next meeting.
 - **TO DO:** Noe and Carolyn will discuss potential mediators or facilitators.
- Policy on achievement scholarships
 - Krishna presented the question of creating policy to clarify the use of Achievement Scholarships (AS). For consideration is a policy to clarify the intent of AS as tuition waivers.
 - Decision was postponed to next meeting.
 - In addition to discussion about the specific issue of whether graduate students receiving the AS who reduce their credit load should return the portion of their award that is not being used for tuition, Jairus raised the issue of enforcement of such policy.
 - **TO DO:** Krishna will look into why the change was made in how funds are disbursed (now directly into student accounts). Language will be drafted for a department policy on the issue.
- Budget
 - Noe sought input about budget categories for this year.
 - One issue that was discussed is whether the IPS and CQRM categories should be merged into the general Graduate Student Conference Travel Funds. Both Mike and Jairus raised concerns against doing so, especially since a commitment has been made to the IPS consortium to annually send participants.
 - **TO DO:** A more formal application process to access the IPS funds, and all grad student travel, should be discussed.
- 5-year review
 - Noe sought input about “peer programs in the US.”
 - Noe sought input about the question of how the Political Science department can better demonstrate its impact on the field. Manfred S. suggested using Google scholar citation index.

- **TO DO:** All faculty should with Google Scholar. This will increase our citation counts, because once you register, you can confirm the publications that are indeed your own. All faculty are also encouraged to use academia.edu. Although it won't have an immediate impact for this upcoming review, it is likely to generate more citations in the long run.