

## Division II and III committee request process for AY1516

As the Workload Task Force reported last spring, we are continuing the universal Division II committee request process and establishing a pilot for Division III. We hope this document is helpful as you work with your advisees and identify your potential Division II and III students. This year's Task Force will continue to monitor the committee request process, solicit student and faculty feedback, and report data on the success of the project.

### Who participates in this pilot process?

- **Division II:** Fall 2015 transfers and, generally, Fall 2014 first-year entrants (approximately 350 students)
- **Division III pilot:** Students in their final full semester of Division II (approximately 40-50 students)
- **All faculty here in Spring 2016:** including those away in Fall 2016. Faculty on sabbatical and leave should plan to participate in the online process or speak to their deans to authorize them to act on their behalf.

### What's the timeline:

- **September:** Events organized by CASA, the Schools, and Programs to help students learn about possible areas of concentration, programs, and faculty. As always, we hope for a strong faculty presence.
- **By October 2:** students submit requests on TheHub.
- **October 3 – 16:** Faculty respond to student requests, discuss plans with students, and meet with colleagues in groups
- **By October 16:** Faculty agree to serve as chair or member, resolving instances of saying 'yes' to the same student.
- **October 17<sup>th</sup> – October 23<sup>rd</sup>:** School deans will work to match up students who do not yet have any 'yesses' to their chair and member requests.
- **By November 1<sup>st</sup>:** Students will see who is on their committee. Students can consult with their assigned chairs on course preregistration, although their current advisors will authorize them to preregister.

### Frequently Asked Questions:

#### ***Q: Why is the deadline so early in the semester?***

A: To ensure that Div II students, who comprise the majority of this cohort; will be able to speak to their assigned chairs in advance of preregistration. There are approximately 350 Division II students and approximately 40 Division III students in this cohort. In the spring, when the majority of students will request committees for Division III, the schedule will be later in the semester: students submit by March 25; faculty respond by April 8; deans respond by April 15.

#### ***Q: What should I tell my advisees about completing these forms?***

A: You could assure them that, at this stage, ideas and information on the request form are expected to be conversation starters; not necessarily as fully formed and detailed as on their filed contracts. The committee request information will form the basis for the draft contract. Students are asked to list 3-5 possible faculty members, with a minimum of 3 faculty identified as possible chair; 2-3 areas of study; and characterize, as well as they can, their areas of interest and goals.

#### ***Q: Are there any new features this time around?***

The forms have been updated to include a number of additional features historically used by programs with application processes, such as the student ability to select up to 3 course evaluations to include; to upload one or two documents; and to provide a link to an external site for additional information. Students will receive the names of one chairperson and one member. They will also be able to work on their draft contract once the request form has been submitted and, if necessary, may change the names of their assigned committee members before filing their contracts. The Division II requests and the Division III pilot forms function the same way, with only minor changes in wording.

#### ***Q: What if there's no study area that describes what I do?***

A: The study areas have been tweaked again to consolidate the list and keep it manageable. Students should think broadly and select multiple areas. By next semester, we expect that faculty will have an additional mechanism to designate their specific research areas in their bios.

***Q: If I have already informally agreed to chair a student's project do we have to go through this process?***

A: If the student is in this cohort and has not yet filed, then yes. This will help you to better monitor and plan your workload by having all of your requests in front of you, it helps eliminate any uncertainty or misunderstanding on your part or the student's, and allows CASA and the School Deans to monitor and follow up with students who are having difficulty finding faculty to work with.

***Q: What happens if a student is applying to one of the programs that has had a separate application process in the past?***

A: All faculty will use these universal forms, and we expect that the new form design will provide sufficient information from students for any faculty who meet individually or in groups to make their decisions. It is important that all faculty respond to requests by the October 16<sup>th</sup> deadline, so that deans have to make only a small number of committee assignments.

***Q: How many students should I agree to work with?***

A: As you make decisions on student requests, please keep in mind that this process is a mechanism to provide all students with a committee, and no students can be excluded. To provide a two-person committee for all students, all full-time faculty, including those who choose to meet in groups to reach decisions about serving on student committees, must indicate an agreement to chair a minimum of three Division II and III students combined and, overall, must agree to serve as either chair or member for at least 8 students. New faculty and faculty with less than a full divisional workload should consult with their deans with any questions on their expected number of chairs and memberships.

***Q: What if fewer students request me?***

A: Faculty can search through requests by area of study, by student name and by name of the faculty requested. If you find a student request that looks like a good fit for you, you can add yourself to the student's request form. You will be able to send the student an email to let them know of your interest.

***Q: What if two or more faculty say 'yes' to serving as chair or member for the same student request?***

A: Faculty members must indicate on each request whether they agree to chair or are willing to be either chair or member. TheHub will automatically send an e-mail to multiple faculty who have said 'yes' to the same student alerting them of this. It is important that faculty contact each other to sort this out before the 16<sup>th</sup>, so that the deans make as few committee assignments as possible. Faculty who indicate they are not able to work with a student will be asked to provide comments, to assist their colleagues and deans with making decisions.