

Department of History

Administrative Activities Review

August 1, 2018

I. Basic Facts and Description of the Administrative Unit

- A. **Mission:** The administrative staff of the Department of History supports students and faculties in undergraduate and graduate (MA and PhD) programs in History as well as General Education courses in the areas of Humanities and Social Science. They also direct undergraduate certificates in Asian Studies, Latin American Studies, and Middle Eastern Studies.

Goals: The staff supports short- and long-term goals related to serving students as they work toward their degrees and certificates.

- B. **Services:** The administrative components of the Department of History consist of a Chair and two administrative assistants, one full-time but on a reduced (32 hrs/week load) and the other part-time (29 hrs/week). The senior administrative assistant hires part-time student assistants as needed. Three faculty members receive assigned administrative load for the following positions:

- General Education Director, effective Fall 2018 and combining the previous separate positions of Humanities Director and World Civilizations Director.
- Undergraduate Director and Associate General Education Director, serving as primary undergraduate adviser, liaising with other undergraduate programs, and assisting the General Education Director.
- Graduate Director overseeing both the MA and PhD programs.

1. Chair Responsibilities:

- a. **Personnel and Coordination:** Presides over monthly faculty meetings. Sets and monitors the course schedule and assigns faculty to it. Manages faculty and staff service workload. Meets periodically with all full time faculty members in the department to discuss work performance, future individual and collective goals and to discuss personal issues as they arise. Is generally accessible to faculty and staff. Works closely with the three directors to help them oversee their areas of responsibility and coordinate their activities with one another.

- b. **Communication and Representation:** Addresses student complaints (including those referred by the General Education Director), answers inquiries from parents, responds to media requests, presides over department-sponsored events. Determines which transfer courses count towards the History major. Prepares reports for the dean and OAA, and attends to other administrative matters related to the unit. Represents the Department of History in college and university-wide settings.
- 2. Work effort for the full-time administrative assistants is approximately 60% clerical (e.g. PeopleSoft reports, scheduling, PAFs, communications, budget, newsletter preparation, TAAR preparation, PO processing), 10% faculty research support (e.g. grant processing,) and 30% direct student support (e.g. course scheduling, degree audits, managing student communications with faculty).
- 3. Student assistants answer the phone, run errands, photocopy and scan material for faculty and office staff, and perform routine maintenance tasks in the office.
- **Critical Partners:** The Department of History works most closely with the Department of Anthropology and Archeology, and the AYA Social Studies program in the College of Education. Although some courses are cross-listed with Anthropology and Archeology, there is no overlap in services with either unit. The History Department also provides interns for local historical societies and parks.
- **Customers:** The Chair and Administrative Assistant support 11 TT, one NTT and an average of 35 part-time faculty members per semester. In addition, they perform administrative tasks associated with approximately 80 majors (including double majors).
- **Key Performance Analysis:** Based on the Fall 2016 data provided by the Program Review Committee, the Chair and Administrative Assistant supported the scheduling and completion of 7840 student credit hours (SCH). Degree production is listed below.

IR Data	AY 12-13	AY 13-14	AY 14-15	AY 15-16	AY 16-17
UG Degrees	36	23	25	22	24
Masters Degrees	9	4	5	8	5
Doctoral Degrees	1	2	1	5	2

- **Brief Assessment.** The decline in degree production appears to have bottomed out. Loss of graduate student TA funding has diminished our ability to staff discussion sections in General Education courses. Doctoral graduation rates are consistent with those at other regional state universities.
- a. The General Education Director (3 load hours release per year starting Fall 2018 -- \$3,000 9-month stipend prior to this date) schedules part-time faculty in discussion sections of the large-class Humanities courses and stand-alone sections of the seven World Civilization (Global Societies under the new General Education curriculum) courses. The Director deals with concerns of part-time faculty in the program, and coordinates with the Chair regarding the allocation of full-time faculty to the Humanities large-lecture sections. He also responds to student complaints arising from these courses, and refers them to the Chair when he is unable to reach a resolution. Determines which transfer courses count as Humanities equivalents.
 - b. The Undergraduate Director and Associate General Education Director (6 load hours release per year) heads the Undergraduate Committee, which proposes curricular policy in the History Department. She also serves as the primary adviser and source of expertise regarding the requirements that History majors and minors must fulfill. As Undergraduate Director, she serves as the principal liaison with the College of Education AYA Social Studies adviser. She takes part in determining which transfer courses count as General Education History and/or major courses. As Associate General Education Director, she reaches out to part-time faculty to assign them to the schedule developed by the Director. She also serves as the liaison between full-time and part-time faculty, dealing with many of the issues that arise among the part-timers. The Associate General Education Director organizes periodic workshops for part-time faculty development.
 - c. The Graduate Director (3 credits per year starting Fall 2018 -- \$3,000 9-month stipend prior to this date) serves as the adviser to all Masters students (PhD students have primary faculty mentors drawn from the full-time faculty) and the source of information pertaining to graduate students generally. She heads the departmental Graduate Committee, which develops policy regarding the History graduate program. She also oversees the admission of graduate students into the program and heads the committee that proposes who should receive scholarships or be hired as

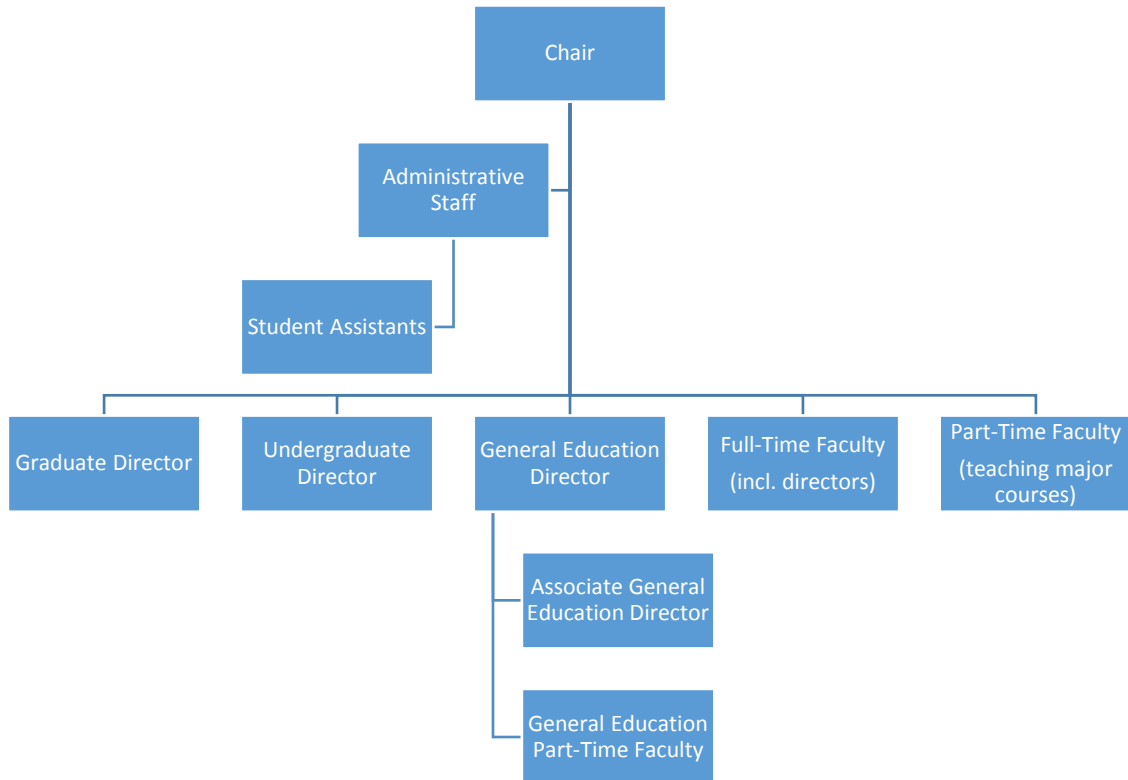
GAs. The graduate director organizes workshops to train graduate students to teach and prepare them to compete in job searches.

C. Resources:

- **Personnel:** The Department of History falls under the Social Sciences Division of the Buchtel College of Arts and Sciences. Until Spring 2018 it had two full-time staff, one working 40 hours/week and the other 32. In January, the reduced load FT staff person had major surgery followed by complications and family emergencies. She has been in the office, on average, about 2-days per week since late January. In March the 40 hour/week FT staff person left abruptly. Since then the Chair has temporarily assumed many of the tasks formerly performed by staff and relied on the dean's office to perform other tasks. As a result many tasks have been delayed, particularly the processing of PAFs and the last minute addition of students to courses. Also, in order to deal with staff shortage, the Chair has cut back on other activities important to the university, such as chairing the General Education Advisory Committee. Up until Spring 2018 the Humanities Director, World Civilizations Director, and Graduate Director each received a \$3,000 stipend during the academic year and a \$1,500 stipend during the summer. Starting Fall 2018 the positions of Humanities Director and World Civilizations Director will be combined into a single position, the General Education Director. This new position plus the Graduate Director will each receive a 3-credit course release during the academic year instead of their \$3,000 stipends.

Organizational Chart

(Note: Some General Education part-time faculty also teach major courses. The same person serves as both Undergraduate Director and Associate General Education Director.)



- Financials: Major categories of expenditures are listed below. The sudden loss of a full-time administrative staff person in FY 2018 forced the department to rely more heavily on student assistants. However, because they do not have access to the student records or financials, this solution to the administrative staff shortage proved ineffective.

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	FY14	FY15	FY16	FY17	FY18
Chair	\$119,516	\$121,816	\$121,816	\$125,840	\$125,840
Staff	\$66,095	\$68,626	\$68,320	\$71,504	\$56,525
Student Assistants	\$17,262	\$7,872	\$7,390	\$4,909	\$11,363
Supplies and Services	\$17,067	\$16,075	\$12,012	\$9,722	\$11,152
Travel and Hospitality	\$16,980	\$12,218	\$14,091	\$9,458	\$3,523
Info Tech	\$2,214	\$12,809	\$4,924	\$5,058	\$1,848

- **Equipment and Technology:** The department has a room with publicly accessible computers and a networked printer. It also has large monitors and projection equipment in two seminar/conference rooms. The main office suite has two networked printers.
- **Space – Administrative Assistants and Student Assistants** work in the main office area. The Chair has a separate office adjoining the main area. Also adjoining are a supply room with printers and a storage room.

II. Future Plans

- Potential Changes:** The number of full-time History faculty has dropped by a third over the last three years, yet the complexity of the programs offered and the administrative work involved has not significantly diminished. If anything, the departure of faculty has increased the department’s reliance on trained office staff. The current shortages have been causing unacceptable delays in responding to student needs. For instance, significant delays have occurred in web site maintenance, maintaining contacts with alumni, and processing course changes for students. The department is, therefore, looking to restore its earlier level of staffing.
- Trends:** The number of History majors has been declining nationwide for ten years, but this trend appears to be bottoming out. General Education reform at UA has removed the requirement to take one of the two Humanities courses. Therefore, overall SCH production has dropped and may continue to do so for another couple of years. However, other courses newly added to the General Education curriculum have proven unexpectedly popular. The department will soon be offering four General Education courses online. Those offered so far have filled and administrative officers outside the department have been asking us to add more.