

Asian Studies AY 2007-2008 Report

I. Overview

The academic year 2007-2008 was the inaugural year for the Asian Studies Program. As part of starting the new program, several faculty members, along with the director of Asian Studies, worked to develop foundational documents, policies, and working groups. These include:

- Advisory Board
- Governance documents and budget
- Duties for the director of the program

(Details in Part II.) As well, the program needed to work out articulations with a number of departments, even though the program is up and running.

The program reached out to student groups and started a lecture series; a poster contest will be continued in the Fall of 2008.

II. Detailed Descriptions

II. A. Advisory Board

Through in-person meetings and email, the Asian Studies program was able to benefit from the advice of a number of faculty in CHSS who are scholars of and experts on this region. The advisory board currently includes:

Aditya Adarkar, Classics and General Humanities and director, Asian Studies
Sally McWilliams, English and director, Women's and Gender Studies
Fawzia Afzal-Khan, English
Ken Olenik, History
Elizabeth Wishnick, Political Science and Law
Neeraj Vedwan, Anthropology
Lise Vail, Philosophy and Religion
Longxing Wei, Linguistics
Yahui Olenik, Linguistics

The board is called upon on a regular basis to guide the program, advise on strategy, publicize the program, and to review and develop descriptions, policies, reports, etc.

Because much of the work this year involved the articulation of written documents, much of the work of the advisory board was done over email.

II. B. Governance documents and budget

II. C. Duties of director of the program

Appendix One has the governance document which includes II. C.

II. D. Articulations with Other Departments

Many departments in CHSS contribute to the Asian Studies minor and we hope to add more courses in the future. (See Part III.) At present, the minor still does not include courses from the History and Linguistics departments, though we continue to work towards bringing those courses into the minor. The program supported the Department of

Modern Languages and Literatures' request for a Faculty Line in Chinese Language and Culture; if approved, this line would bring many new courses to the minor.

II. E. PR and Outreach to Student Groups

There are a number of student groups on campus with potential minors in Asian Studies. These include:

UAASO (United Asian American Students Organization)
ISO (International Students Organization)
ICC (Indian Cultural Club)
Japan Club

As the director of the Asian Studies program happened to be an advisor to two of the above clubs (UAASO and ICC), the lines of communication were clear and open.

II. F. Poster Contest

In an effort to develop effective publicity, a poster contest was announced. When the response was low, the board suggested we extend the contest to the Fall when students may have more time to develop poster ideas and themes.

II. G. Lecture Series

We inaugurated our lecture series in Asian Studies when Dr. Elizabeth Wishnick brought Dr. Yanzhong Huang (Whitehead School of Diplomacy and International Relations, Seton Hall University) to talk about his experience in Taiwan, monitoring the historic March 22, 2008 presidential election.

II. H. Director Activities

The director of the Asian Studies program was the point person for the following activities:

- a. CHSS leadership council
- b. Advising students, both those who have joined the program, as well as those who were interested in the program. A separate email address (asst@mail.montclair.edu) has been set up so that students email the program, rather than any individual.
- c. Web page development and publicity

III. Plans for the Future

In the upcoming academic year, we hope to develop new Asian Studies courses and expand our curricular offerings. This will be in tandem with affiliated faculty as well as through expanding our network of articulations to more departments. This will serve to bring new students into the program, as well as recognize students who have studied the region in some depth. We also hope to develop more effective publicity and to draw more students into lectures and events. To that end, we plan to have an event in the Fall of 2008 to publicize the program.

Appendix One: Governance Document

ASIAN STUDIES ADVISORY BOARD GOVERNANCE DOCUMENT THE ADVISORY BOARD

Section 1.0

1.1 Composition of the Advisory Board

The Advisory Board shall consist of the following categories of representation:

1.1 [a] Faculty [Voting Members]

[1] All full-time faculty members who teach or have taught Asian Studies courses within a 5-year period will, in the Fall of each academic year, be invited by the Coordinator to serve on the Board as voting members. Anyone interested in serving on the Board must send a written expression of intent to the Coordinator at the beginning of each academic year.

[2] Voting status is maintained by attending at least two meetings a year.

[3] Full-time faculty who will be absent because of participation in faculty exchange programs, sabbatical leaves, or leaves of absence will not lose voting status if they miss meetings during the duration of these leaves.

[4] A member who has lost voting status is encouraged to attend meetings as a non-voting member and, after attending two meetings, may regain voting status in the next academic year.

[5] Other interested faculty, including those who are involved in creating new Asian Studies courses, are invited to attend meetings and provide input but will be non-voting members.

1.1 [b] Students [Non-Voting Members]

Asian Studies majors and minors will be invited to attend Advisory Board meetings and participate as non-voting members.

1.1 [c] Professional Staff and Librarians [Non-Voting Members]

Professionals Staff and librarians who have a particular interest in Asian Studies or who work in areas related to Asian Studies should be invited to serve on the Board and provide input but will be non-voting members.

1.2 Duties of the Advisory Board

The Advisory Board shall function as a policy-making group and its decisions shall be binding upon the Coordinator. It is deemed to be the final decision-making unit of the Program.

1.2 [a] Members are expected to attend meetings and respond to communications received from the Coordinator.

THE COORDINATOR

2.0

1. Eligibility

2.1 [a] In order to be eligible to serve as Coordinator of the Asian Studies Program, an individual must have served on the Advisory Board at some time during the previous five [5] years, must have taught Asian Studies courses at least once in the two [2] years prior to the election, and must be a full-time member of the faculty. An incumbent is eligible for nomination for re-election.

2.1 [b] Administrative released time accompanies the position [pending approval by the Dean's Office!].

2.2 Term of Office

The Coordinator shall be elected by the voting members of the Advisory Board for a term of one [1] year and may serve consecutive terms.

2.3 Vacancy/Extended Absence

Should the position be vacated by resignation, sabbatical leave, or extended illness, the Steering Committee shall receive nominations and conduct a special election to fill the position promptly, for either a permanent replacement [resignation] or an Acting Coordinator [sabbatical leave, extended illness, etc.]. The replacement shall serve the remainder of the term vacated by the original incumbent or until the incumbent returns.

2.4 Duties of the Coordinator

The Coordinator reports to the Advisory Board.

2.4 [a] Administrative

[1] To provide leadership and advocacy in all matters relating to the academic program.

[2] To initiate short and long range planning and develop the strategic plan for the Program.

[3] To prepare and maintain documents of the Program, including the Annual Report.

[4] To establish, at the beginning of the Fall semester, the schedule of Advisory Board meetings for the academic year; to provide at least two [2] meetings per semester; to convene these meetings.

[5] To work with Chairs of Departments for release of faculty to the Program.

[6] To announce information about conferences, lectures, funding, and faculty openings.

[7] To attend the CHSS Leadership Council and represent the Program in all appropriate circumstances, including advocating the Program to the School and University administration, to the professional community, and to the public at large.

[8] To generate publicity, including articles on newsworthy items, for the promotion of the Program.

[9] To work with academic advisors and provide in-service education to create broader understanding of the importance of Asian Studies.

[10] To involve the entire Advisory Board in the planning of Asian Studies events and campus lectures.

[11] To maintain a well-functioning office including, but not limited to, scheduling, book ordering, and facilitating room changes.

[12] To keep a current list of Asian Studies Resources and Referrals.

[13] To hire, train, supervise and evaluate office personnel (including, but not limited to, unclassified staff, student assistants, and Federal Work Study student employees).

[14] To insure appropriate representation of Asian Studies faculty on any faculty joint hire search committees and to evaluate faculty joint hires in accordance with standard MSU faculty personnel policies.

[15] To hire, mentor, and evaluate adjunct faculty.

[16] To work with Visiting Committees and Certification Committees.

[17] To maintain and update the minor's website and online resources.

2.4 [b] Budget

[1] To create and review the budget with the Advisory Board; to maintain and advocate the budget of the Program.

[2] To advocate for needed resources and support.

[3] To apply for grants and funding sources through the Office of Sponsored Programs.

[4] To utilize on-campus resources such as media and library acquisitions and computer budgets for the benefit of the Program.

[5] To work with the Office of Institutional Advancement on corporate and personal gifts/endowments.

2.4 [c] Student Advisement and Placement

[1] To provide for advisement of students enrolled in the Asian Studies minor, including Independent Study students and others as needed.

[2] To arrange for faculty participation in student orientations and registration sessions to represent the Asian Studies minor.

[3] To work with Second Career students academically and in career development.

[4] To work with Career Services and/or Cooperative Education to develop internship and placement opportunities.

ELECTIONS

5.0

5.1 Guidelines Governing All Elections

All elections shall be conducted under the following general guidelines:

5.1 [a] Whenever there is more than one candidate for the Coordinatorship of the Program, an election shall be conducted via written ballot of all voting members of the Asian Studies Advisory Board.

5.1 [b] Voting shall be conducted by mail or electronically.

5.1 [c] In order to win an election, candidates for Coordinator must obtain a "simple majority" based on the following calculations and conditions:

[1] Simple majority in electing the Coordinator:

[i] A "simple majority" will be calculated as "one-half-plus-one" of the number of full-time faculty who have submitted a written expression of intent to serve on the Board at the beginning of the academic year, as outlined in Section 1.1 [a] [1] of this document.

[ii] The calculation of "simple majority" will count only those people who have retained their voting status, as outlined in Section 1.1 [a] [2] of this document.

[iii] The number of votes needed to calculate the "simple majority" will be reduced by the number of members who have lost voting status, as outlined in Section 1.1 [a] [3] of this document.

5.1 [d] All elections shall be carried out in accordance with Affirmative Action guidelines.

5.1 [e] All elections shall be conducted in the Spring semester unless a Special Election is needed to fill a vacancy.

5.1 [f] Special elections as outlined in Sections 2.3 and 3.4 are to be conducted to fill vacancies as they occur.

REVISION OF THIS DOCUMENT

6.0

This Governance Document is to be regularly reviewed to determine if it is still relevant to the Program.

6.1 The Document may be reviewed and modified at any time but at no time later than on the fifth [5th] anniversary of its ratification date.

6.2 Any section of this Document that is modified must be submitted to the Advisory Board for ratification by its voting members.