

Arts and Sciences Chairs' Council
Monday, December 5, 2022
1-2:30 p.m.
Old Main Colloquium

MINUTES

Present: Bruce Mattingly, Vincent DeTuri, Martine Barnaby, Tricia Conklin, Gregory Phelan, Paul van der Veur, Benjamin Wilson, Matthew Lessig, Chris Badurek, Gayle Gleason, Kevin Sheets, David Dickerson, Codruta Temple, Deena Conley, Andrew Fitz-Gibbon, Doug Armstead, Anna Curtis (for Sharon Steadman)

Guest: Nikki Thomas, Human Resources Manager.

- This is a new position with a goal is to minimize inefficiencies and remove non-value steps
- Dedicated to help move hiring process along, intending a 24-48 hour turn around and provide a point of contact for all recruitment
- Adjunct searches are passive, not recruitment
- Search procedure training will be improved and documentation of those who completed training
- Separate the legal from logistics
- Planning to update the employment website

Administrative Update

- New Chancellor announced: John King
- GE changes approved by senate, announcements will be sent from GE committee
 - Course syllabi need new SLOs for Fall 2023
 - Significant changes to what was GE 6, 8, and 11
- Spring low enrolled courses will be cancelled
- Fall schedule planning in mid-January and early February

Associate Dean's Report

- Final grades due 72 hours after final exam; no later than 4 pm on Wednesday, December 21
- Faculty submitting an INC need to communicate with student and document what is required
- Exceptions and accommodations for early finals, during finals week, don't need approval
- Departments need to keep track of duplicate checklists – duplicates are coming from SRRS

Assistant Dean's Report

Old Business

New Business

Open Discussion

Deadlines and Announcements

- New chairs meeting – today immediately following Chairs' Council
- February 1, 2023: Reappointment/promotion portfolios due to departmental personnel committees