

Arts and Sciences Chairs' Council
Monday, January 23, 2023
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, Andrea Harbin, Chris Badurek, Gayle Gleason, Kevin Sheets, Alexander Balas, David Dickerson, Hongli Fan, Deena Conley, Andrew Fitz-Gibbon, Doug Armstead, Mary McGuire, Craig Foster, Sharon Steadman

Administrative Update

- Admissions will be releasing names of accepted students for Fall 2023
 - Reinforce that is important to reach out to these students
 - We had 11,000 applicants and we accepted more than we can take
- SUNY Print Initiative – goal to reduce printing and number of printers
 - Lisa will be visiting office spaces
 - Reminder to be mindful of your printing
 - English has some concerns with 40 faculty on two floors sharing one printer
- Van Hoesen renovation will get underway at the end of semester – should be ready for occupancy January 2026
- Telecommuting hasn't been an issue for most departments, administrative assistants are not eligible (because offices should be open)
- Undergraduate Research Council – applications for summer fellowships are open
 - Twelve fellowships available and maybe more will open up
 - In the past they have been short on applications – please encourage faculty to talk with students
 - Question about housing – cut off money for housing, is that this year or next?
- Room requests – please be reasonable
 - Bring up legitimate needs now, not 2-3 weeks into the semester
- Summer 2023 preliminary course listing is out

Associate Dean's Report

- Add/drop ends Friday at 4 pm

Assistant Dean's Report

- Mary will step down at the end of May

New Business

Blackboard to Brightspace LMS transition

- Remind faculty that this is the last semester for BB; summer classes will be in Brightspace
 - Access will be maintained for a while
 - They will help transfer courses to Brightspace
- Training is available for Brightspace

Course merge procedures

- If a faculty is teaching more than one section of same course they can merge sections into one space in LMS – at the SUNY level there is a concern about this because of FERPA
- Workaround for this requires supervisory approval
 - Does this include cross-listed courses? -- probably
 - Question about email being disabled, is that for the whole class?
 - Question about the merging being prohibited after student activity in the course?
 - Question about notifying the class about sections being merged? -- this is more about notification to students so they know where to go for the class

Fall 2023 course scheduling

- Appointments with Bruce are filling up fast
- Going back to submitting schedule with a spreadsheet – no longer using course creator
- Temporary service forms are helpful to track what we do
- Cross-listed courses with Africana Studies use a two-year plan for scheduling
 - Provide a plan of what you plan to do in the next two years
- Request last week to move a class to Brown Auditorium – if faculty wants to use Brown Auditorium consider another room

New SUNY General Education framework

- Minimal amount of time to implement changes, start in Fall 2023 catalog
- SLOs have been adjusted, most are fine, three categories with significant changes
 - GE 6, 8, and 11 – if your department teaches in these areas fill out form with a decision about staying in the category
 - Is there any anticipation about meeting the Feb. 11 deadline? -- no

Open Discussion

- Math is advertising for a search and two members of department make less than the initial salary of the search – there is a recognition that to be successful we need to be competitive
 - College will continue to address salary inequity; corrections will not necessarily be addressed within a given year
- For searches:
 - maximum to bring to campus is three
 - Not a requirement for two people to travel to the airport to pick up a candidate
- Pool for part-time hires is very small

Deadlines and Announcements

- January 27: Recommendations for new awards due to Honors Convocation Committee
- February 1: Portfolios for reappointment, continuing appointment and promotion due to DPC
- February 14: Fall 2023 course schedules (Excel) due to SRRS