

Arts and Sciences Chairs' Council
Monday, February 6, 2023
1-2:30 p.m.
Old Main Colloquium

MINUTES

Present: Bruce Mattingly, Vincent DeTuri, Martine Barnaby, Tricia Conklin, Paul van der Veur, 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

- Continue to submit GE decision for 6, 8, and 11
- Bruce needs to find the speaker for Presidents List
 - Typically this is the AHOF winner, when no alumni it opens up to faculty
 - Perhaps someone near retirement
- Please encourage faculty to submit nominations for IRB
 - Bruce has a concern about representation if all faculty join this year they will all leave in 3 years, perhaps a staggered term would be helpful
- From President's Council
 - SUNY print initiative
 - Telecommuting policy – not available for administrative assistants, faculty need to meet their classroom requirements
 - A cautionary tale: concern from an administrative assistant that a colleague was telecommuting and keeping it from the chair
 - One-time flexibility is okay; routine is not okay
 - Our current agreement is in place until June 30
- Search updates:
 - ENG has three candidates; POL the third candidate is here today; PHY lecturer in HR; GLY identifying candidates; MDL scheduling interviews; MAT coming this week; COM reviewing applications this week; PSY reviewing; BIO interviewing; THT candidates coming to campus; ART filled position

Associate Dean's Report

- DW exception online form is going away – use paper, okay to send electronically
- Students who withdraw from a course will no longer be automatically withdrawn from coreq/prereq courses

Old Business

Blackboard to Brightspace LMS transition

- No training link on MRD – it is available in the Brightspace tab
- Students can't email each other or see each other in separate sections, but faculty can email the whole class
- Concern about student listing for cross-listed courses – this might be okay
- The approval to merge multiple sections is going well, not any real time commitment

Fall 2023 course scheduling

- Last time to schedule an appointment with Bruce is tomorrow – contact Meghan to make an appointment with Bruce
- Question about adding sections or revising – send the updated schedule to Bruce and he will move it forward
- Reduce temp service spending – this won't happen across the board; overarching goal is to get the numbers down in the school
 - Balancing to limit spending and having enough seats to build full-time schedules
 - Another balance is giving majors reasonable flexibility to take upper-level courses
 - Assist AAS by cross-listing courses and building a tentative plan for the next two semesters, work with Michael on any concerns or questions

New Business

Honors convocation awards

- Awards are funded by different sources; OTPS budget can't be used to award students
 - Any monetary award needs to go through financial aid
 - Graduating students can still get a financial award; Scholarship awards need to be awarded to continuing students
 - Money can come from foundation account money through financial aid
 - We can't give the students a check, it needs to go through the foundation
- Naming opportunities for financial awards are associated with giving
 - If there is not a financial award the department can name an award after someone
- Once a year Bruce gets an update on all the AS balances; right now this is not going out to departments – Bruce will try and send something out to departments

Campus printers – what we can expect

- First building for new printers will be Miller
- Short term expenses with the transition, long term will save money on toner and paper
 - If you need toner for a printer check with Chris Tucker to find out replacement schedule
- Strong sentiment for an open meeting by Mark and Lisa
- This is a SUNY wide initiative to save \$50 million per year
- We do want people to change habits and print less, and cut down on color, and print 2-sided
- Be prepared to budget more for printers because of ADA requests for personal printers
- Concerns:
 - English has 40 faculty on two floors, this could be an issue
 - Math has two photocopiers, one will go away, one will be replaced
 - SOC/ANT was told they may not have a department printer, it would be a shared resource – Bruce will find out about this
 - IST question about which software are we using, an email would be helpful to explain the process to print to shared printer
 - IST the new printer will also have scanning features
 - Specialized printing will not be impacted by this change
 - PHI concerns about waiting in line for a copy
 - No impact on sending copies to duplicating

- GRY might get its own printer
- Will OTPS budgets be decreased? – we'll see

Open Discussion

- Request from EOP to move a student forward or revisit grades

Deadlines and Announcements

- February 11: Due date for 2023 Revised GE 6, 8 & 11 Course Review responses in Curriculog
- February 14: Fall 2023 course schedules (Excel) due to SRRS
- February 15: DPC recommendations on reappointment, continuing appointment, and promotion due to department chair