

Arts and Sciences Chairs' Council Meeting Minutes
December 2, 2013
1-3 p.m.

Present: Bruce Mattingly, Scott Anderson, Seth Asumah, David Barclay, Timothy Phillips, Peter Ducey, Andrew Fitz-Gibbon, Timothy Gerhard, Herbert Haines, Isa Jubran, Kathryn Kramer, Matthew Lessig, Judith Ouellette, Gregory Phelan, Brice Smith, Henry Steck, Randi Storch, Paul van der Veur

Guest: Alexandru Balas

Announcements

- Bruce informed the Council that Jerry O'Callaghan's sister passed away on Thanksgiving; Jerry was in Ireland for the services and is expected to be back in the office tomorrow.
- President's Spring Opening Meeting is Tuesday, January 21, at 9 a.m. in the Function Room.

Administrative Update

- DSI distribution – the deans met with Joanne Barry regarding the new UUP contract. DSI will be one-time awards with across the board increases. There will be separate increases for full-time (.4) and part-time faculty (4.8 % of salary). Human Resources will send an e-mail announcement with more information.
- Compliance with required training mandates – the message from Human Resources is that from time-to-time we need to meet certain training mandate requirements. HR has contracted with an online training company, "WeComply", to assist with training compliance. It will provide faculty and staff with the choice to physically attend trainings or to complete mandated trainings online.

Personnel

- Faculty search updates – we have several faculty candidate interviews on the calendar for this week. It is not too early, at this point, to be interviewing candidates; a few departments have already lost candidates to other positions.

Facilities

- A walk-thru of Dowd was conducted last week with some of the Art and Performing Arts faculty. A few issues came up during the tour, such as dim lighting in the Art studios. We are still on schedule to start moving back in to Dowd later this month and will be operational for the spring semester.
- The Bowers "turn over" is scheduled for January and the move-in will take place during the spring.
- A second manual paper towel dispenser was installed on the second floor of Old Main – in the foyer area near the main elevator.

Budget

- Faculty workload – Randi Storch mentioned that she spoke with the Provost about the History Department's numbers provided by the IRA office. The Provost had contacted the IRA office and was informed that the numbers were off. Randi asked if the process

could be corrected prior to decisions being made when the Provost, Carol Van Der Karr, and the Deans meet to discuss faculty workloads. There was much discussion on this issue. Bruce agreed that some full-time faculty and full-time lecturer data is incorrectly reported. He added that these concerns are not new ones and he addressed the issue in the initial Faculty Workload meeting. The Provost and Deans are meeting with IRA staff to decide which reports and data is really needed and the most useful for departments.

Old Business

- Proposed revisions to Personnel Actions timeline – a revised *Term and Continuing Appointments* timeline was distributed to chairs with the meeting agenda. The January 15 date was discussed at a previous A&S Chairs' Council meeting. The revised timeline (dated 11/13/13) was reviewed, and Bruce asked that chairs look at it closer over the next few days and get back to him with any concerns or comments. Matt Lessig asked when the revised timeline would go into effect. Bruce stated that it will begin with the 2014-2015 academic year.
- Seamless Transfer update – Andy Fitz-Gibbon received information regarding seamless transfer from the SUNY Faculty Senate. The information includes a *Draft Resolution on Seamless Transfer Paths* as well as a memo from the SUNY Interim Provost. Bruce will forward the documents to chairs after this meeting. He added that Carol Van Der Karr is working on a document to share Cortland's response. Bruce mentioned that for departments with transfer paths, those chairs will need to select someone to represent their department in further discussions. SUNY is on course for all revisions to be completed for students no later than those entering Fall 2015.

New Business

- Judy Ouellette shared her concern with an announcement sent out last Monday (11/25/13) from the President stating that classes on Tuesday, November 26, at 1:15 p.m. and later were cancelled due to the upcoming snow storm, and if students needed to leave earlier, they should contact their professors. She mentioned that this really puts faculty in an awkward position by indicating that students should contact their professors regarding an earlier departure. She suggested that it be communicated to the President about how difficult a situation this can be for an instructor. Isa Jubran added that exams scheduled for last Tuesday afternoon were cancelled, so they will be given this Tuesday – during the last week of classes.
- It was recommended that the Calendar Committee be approached about scheduling the entire week of Thanksgiving as Thanksgiving Break. Henry Steck added that this year's calendar is tough, with only one week of classes after the Thanksgiving Break. The Calendar Committee should consider adjusting the fall calendar to accommodate two weeks of classes after a late Thanksgiving Break. Bruce said that he will pass this information along.
- Randi reported that the Registrar's Office sent Course Builder information to departments today for fall 2014. The due date for approved schedules to reach the Registrar is February 7. Bruce will send temp service credit hour information to departments to assist with working on their schedules.
- Bruce announced that the final Open Forum regarding "Where Should Email Live" will be held on December 5 at 11:30 a.m. in the Faculty Colloquium. There was an e-mail sent

this morning about the forum. Henry Steck commented that it would be helpful for Bruce to mention to Amy Berg that announcements like this should be made sooner. It would benefit faculty to have more notice.

- Judy brought up a concern with the online employment system. She submitted a requisition with a salary, and the salary was changed by Gary Evans according to CUPA data. She is concerned that HR has the ability to make changes to the online requisitions without consulting the hiring manager. Bruce will check with HR about this issue.
- Randi mentioned her concern with the GE discussions and how they are being addressed. She added that she is uncomfortable with how it is happening, and she wonders if chairs and departments are talking about it and how they are handling it. Pete Ducey commented that his department is interested in it, but they have not put together a response because they were not asked for a response. They will respond when asked to do so. David Barclay reported that he responded on his own to the survey, he did not respond for the department. There was also a question about the GE survey. Where did it come from and who is asking for it? Matt Lessig asked about what comes next. Will there be a profile of what the survey produced? Randi added that it seems to be geared towards flexibility. Tim Gerhard mentioned that he is sitting on the GE Committee this semester as a sabbatical replacement. He said that for the most part, “flexibility” was the main response. He added that chairs should send e-mails to members of the GE Committee with input. The committee is trying to obtain as much information as possible. Scott Anderson asked why this is an issue. What is the problem? Is the current system broken? Several of the chairs agreed with Scott’s questions. Isa mentioned that this will be a topic of discussion at tomorrow’s Faculty Senate meeting.
- Scott announced that the Gospel Choir will host a Holiday Concert on Wednesday, December 4, at 7 p.m. at the Christ Community Church.
- Seth Asumah announced that *Call for Presentations* proposals for Black History Month are due by Wednesday, December 11.

Respectfully submitted,
Rhonda Moulton