

Arts and Sciences Chairs' Council  
Monday, September 24, 2018

**MINUTES**

**Present:** Bruce Mattingly, Vincent DeTuri, Mary McGuire, Seth Asumah, Brian Thomas (for Vaughn Randall), Patricia Conklin, Gregory Phelan, Paul van der Veur, Kathy Burke, Andrea Harbin, Wendy Miller, David Barclay, Randi Storch, Alexandru Balas, David Dickerson, Paulo Quaglio, Kevin Halpin, Andrew Fitz-Gibbon, Brice Smith, Joshua Peck, Herbert Haines

**Absent:** Robert Spitzer

**Administrative Update**

- Memo for DSA deadline
- Registrar confirmed “A+” will not be an option in Fall 2019
- Academic Equipment Replacement funding is available now – look for an email from Bruce

**Associate Dean's Report**

- Call for nominations for Academic Hall of Fame

**Assistant Dean's Report**

- Submit mid-semester estimates

**Facilities**

- Follow up about space reconfiguration once Moffett is renovated
  - There is an architect plan that will be revisited as a starting point

**Old Business**

- Changes to commencement ceremonies – draft sent just before the meeting
  - Eligibility for students for Dec 18, May 19, Aug 19, exceptions for SA and teaching
  - Department assignments will rotate every year
  - Department assignments by number of students, may readjust based on enrollments
    - Not looking at size of faculty in each department
  - Schedule is pretty close to final; getting feedback from Chair's council
    - Still time to make a suggestion, send to Bruce

**New Business**

- Mid-semester feedback procedures
  - Announced by Provost and then by Advisement and Transition
    - This year's date is hitting at the same time
  - Concerns shared with Bruce
    - Term “struggling” not well-defined
    - Time to enter the information of concern, one faculty reports 1 hour and 10 minutes for a large class
  - Concerns shared at meeting
    - Request is too early, not a true measurement
    - There are not enough gradations
    - Suggestion: include a blank box
    - Midsemester estimates are redundant to what faculty are already doing
    - “Punishing” to require that faculty need to click for every student

- Clicking on “Consider withdrawal”: don’t know how a student will interpret this; Withdrawing from a course may impact Excelsior scholarship
- Change name to “early warning” from “mid-semester”
- Should we have Abby or somebody from the office visit us?
- Is the new system more time consuming than old system?
  - Less time-consuming; one-click less; less scrolling

#### **Additional Items**

- Question about the alternate final exam schedule, can’t find the form
- Future topic: Annual report process in Watermark
  - Category doesn’t mesh with some activities
- Invite Financial Aid to discuss Excelsior scholarship and impact on advising and curriculum
- Searches are running slow
  - Held up in affirmative action
  - Search committee training is problematic