

Arts and Sciences Chairs' Council
Monday, January 28, 2019

MINUTES

Present: Bruce Mattingly, Vincent DeTuri, Seth Asumah, Vaughn Randall, Steven Broyles, Gregory Phelan, Paul van der Veur, Kathleen Burke, Andrea Harbin, Wendy Miller, David Barclay, Alexandru Balas, David Dickerson, Paulo Quaglio, Kevin Halpin, Sebastian Purcell, Brice Smith, Robert Spitzer, Mary McGuire, Herbert Haines

Absent: Randi Storch

Administrative Update

- Moffett update (David)
 - Math department at 29 Broadway, no electricity in trailers, classroom space is not quite ready
 - Classroom trailer needs two entrance ramps
 - No ramps to faculty offices

Facilities

- Moffett surge – Math department at 29 Broadway; Health in Cornish/Van Hoesen; Faculty senate office in C/VH B219-4; UUP office in 281 house; Disability Services relocated into empty space left when UPD moved
- Acoustical treatments in Old main G-8
- New active learning classroom in Van Hoesen A31
- Bowers upgrade will happen this summer

Personnel

- Search updates
 - Herb – hired two people, both searches were successful
 - History candidates coming on campus in February

Old Business

- Excused absence policy
 - To clarify the AD only verifies, does not excuse
 - AD verifies lengthy absences that may significantly impact grade
 - Documentation for an ongoing medical condition or extenuating circumstance
 - One day absences should be verified by instructor
 - Faculty need to be clear about absence policy on their syllabus
- Exceptions to the policy about Final exam in the last week of classes
 - Request permission from the Dean
 - Lab practical and research presentations are different
- Any request for changing classrooms needs to go through the chair

New Business

- Changes to co-requisite withdrawal procedures in Chemistry (Greg)
 - Chemistry split the lecture and laboratory in General and Organic
 - Change to the withdrawal form to allow for Chair exception for co-requisites
 - Withdrawal early in semester from lecture will withdrawal from lab
 - Withdrawal near deadline from lecture, option to stay in lab
 - Withdrawal from lab, no impact on lecture

Announcements and Deadlines

A&S Scholarship review committees: 1 chair plus two members (was due 1/23)

– should have been notified by Meghan

Transformations proposals due to the Dean's office January 31st

– conference is Friday April 12

Portfolios for reappointment and promotion due to DPC on February 1

Chairs to meet with Dean for fall 2019 course scheduling through February 6th

Portfolio development workshop 4:00 PM February 7 (location TBA)

Nominations for Alpha Delta Scholarship due February 11th

– sooner is better

Small Grant Request forms due to the Dean February 12th