

Arts and Sciences Chairs' Council
Monday, August 26, 2019

MINUTES

Present: Bruce Mattingly, Vincent DeTuri, Mary McGuire, Seth Asumah, Jeremiah Donovan, Patricia Conklin, Gregory Phelan, Paul van der Veur, Flavia Dantas, Andrea Harbin, Wendy Miller, Gayle Gleason, Kevin Sheets, Alexandru Balas, David Dickerson, Paulo Quaglio, Kevin Halpin, Andrew Fitz-Gibbon, Moataz Emam, Robert Spitzer, Herbert Haines

Introductions

- Emergency contact list

Administrative Update

- Proposal from campus parking study – relocate campus vans to more remote areas of campus
- Starfish – encourage faculty to attend training sessions
- ONESearch – new library resource
- Students can change their major the first week of classes (see Abby Thomas email)
- Travel funding increases – increasing for all tenure track to \$1,200; Amounts for others are unchanged: Lecturers \$500; Part-time \$200
- Duo rollout
 - Fall: department chairs/secretaries and students
 - Spring: faculty (can volunteer to do early)
- Faculty opportunities
 - Writing Fellows
 - Online teaching fellows
- Classrooms in OM – hot rooms have air conditioning units
- Bruce is out starting Wednesday and back after Labor Day – Vince and Mary will be covering
- If a faculty is planning to give an exam the week before finals send request to Bruce
 - Labs are exempt

Associate Dean's Report

- Policies on class attendance and excused absence
 - To clarify the AD only verifies, does not excuse
 - AD verifies students with lengthy absences that may significantly impact grade
 - Documentation for an ongoing medical condition or extenuating circumstance
 - Faculty need to be clear about absence policy on their syllabus
 - One day absences should be verified by instructor
 - Finals are different
- Academic Hall of Fame Nominations
 - Please send nominations to AD by the end of September
 - Be graduates of SUNY Cortland who maintained grade point averages of 3.50 or higher as undergraduates or 3.70 as graduate students.
 - Made a significant contribution to society through their chosen profession.
 - Graduated more than 10 years ago.

Assistant Dean's Report

- Study abroad equivalency form – need course descriptions

Personnel

- Search requests for next year
 - Eleven A&S requests have been approved: Biology, Communication and Media Studies (2 lines), Economics, English, History, Mathematics, Physics, Psychology, Sociology/Anthropology (2 lines)
 - Working on five additional lines – Africana Studies, Chemistry, English, Modern Languages for TESOL program, Performing Arts
 - Starting salaries will normally be listed as mid- to high-fifties.
 - New position in HR to help with faculty/staff recruitment process
 - Starting in November

Announcements and Deadlines

- Drop/Add Registration period ends Friday, August 30, 4:00 PM.
 - Winter 2020 Course proposals due to Dean September 11
 - Spring 2020 Course Creator scheduling with the Dean, due by September 12
 - Second Year Appointments due: (list coming out soon from Provost's Office)
 - Faculty portfolios due to Department Personnel Committee September 15
 - Fall Small Grants applications due dates:
 - Faculty to Chair: Monday, September 9
 - Chair to Dean: Thursday, September 12
 - Dean to FDC Director, Monday, September 16, 4:30 p.m.
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- Faculty senate updates to handbook – Andy will send an email about this
 - Daily Chatter – updates on world news, announce will be coming out soon
 - BFA approved for Musical Theatre