

Arts and Sciences Chairs' Council  
Monday, September 9, 2019

## MINUTES

**Present:** Bruce Mattingly, Vincent DeTuri, Mary McGuire, Seth Asumah, Jeremiah Donovan, Patricia Conklin, 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

**Absent:** Gregory Phelan

### Administrative Update

- Dual authentication, will have guests next time to discuss this process
- Department assignments for May commencement will be coming out soon, probably next week
- New lists are out for renewal – please check
- Thank you for the nominations for faculty opportunities
- Announcement from Pete Ducey about the SPUR initiative to help support undergraduate research
- A&S Annual Report is ready to be released, brief comments sent by Watermark
- Question about training with respect to budgets – formal training session is being put together, can also contact Jody Maroney to work one-on-one if questions

### Personnel

- Eleven approved, now at 6 requests; 5 of the 11 have been posted on job listing site

### New Business

- Final Exam Change Requests – from Thom Hanford to adjust the process
  - About 2% of the requests are same time different location
    - The change is that faculty can select best-fit or the category of room; no request for a specific room
  - About 70% is a waiver
  - About 28% is for a different time
- Parking Study – a link to the document was sent after last meeting
  - Feedback is requested about moving fleet vehicles out of prime spaces
    - This impacts two departments in the sciences
    - Discussions ensued about van use in Biology and Geology
  - Please provide additional feedback for any recommendations
- Proposed Winter/Summer Contract Dates – see handout
  - Start the contract 48 hours prior and 72 hours following term dates
  - Feedback/discussion
    - Why is this different from a regular semester course?
    - Check the dates for typos
    - No extra compensation
    - Promoting this as a best practice, there is no enforcement mechanism
    - Course syllabus and course outline differences

### Announcements and Deadlines

- Winter 2020 Course proposals due to Dean September 11
- Spring 2020 Course Creator scheduling with the Dean, due by September 12
- 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.