

Arts and Sciences Chairs' Council
Monday, January 25, 2021
Virtual Meeting Using Teams

MINUTES

Present: Bruce Mattingly, Vincent DeTuri, Seth Asumah, Jeremiah Donovan, Patricia Conklin, Gregory Phelan, Paul van der Veur, Flavia Dantas, Andrea Harbin, Scott Anderson, David Barclay, Randi Storch, Alexandru Balas, David Dickerson, Paulo Quaglio, Kevin Halpin, Andrew Fitz-Gibbon, Douglas Armstead, Mary McGuire, Craig Foster, Sharon Steadman.

Guest: Raymond Collings, Professor, Psychology to discuss virtual study groups for students

- See email attachment at the end of the minutes
- Creation of virtual study rooms using Teams
 - Did not want to add to faculty workload
 - Raymond and Leslie will create the rooms for faculty
 - Students go to Raymond and Leslie, not their faculty with concerns
- A Team is set up for the students
 - Multiple rooms can be setup for large lectures
 - Faculty could join the study room and look at postings

Associate Dean's Report

- After hours contact information is posted on Teams site

Old Business

Spring 2021 re-opening

- Testing weekly starting on Feb 1
 - Faculty staff makeup testing on Tuesday
 - Signup will be posted soon
 - Everyone needs to be tested before start of the semester
 - Part-time faculty with difficulties should contact Gary directly
 - It is the Chair's responsibility to inform adjuncts of process
 - Call for volunteers from Chris Kuretich
 - Chair's please share with part-time faculty
- Email requesting information about part-time faculty that had teaching reduced
 - Lecturer term is for both full time and part time
 - Report the numbers to Jaclyn for UUP
- Provost will send out official announcement this afternoon to rescind 55-minute rule
 - Option to keep 55-minute or extend the length of meeting beyond 55-minutes
 - Social distancing still applies
 - Campus guests are still prohibited
 - Gallery events is an open question
- Quarantine length is 10 days
- Students requesting online schedules
 - In Fall the message was to be flexible
 - In Spring do not accommodate unless ADA

- For short term absence okay to accommodate
 - Online accommodations needs to be documented
 - The college needs information on who is here and who is online
- Wellness days on Tue 3/9 and Wed 4/14
 - Look at these days like a spring break
 - No prohibition from assigning work but try to limit
- Updates from the Chancellor
 - wants to streamline curriculum proposal process
 - Trying to bypass SED and just go to SUNY
 - Continuation of rational tuition policy
 - Looking to restart Spring sports
 - Criteria for on-pause is under discussion
 - Salary increases may be pushed back to 2023-23
 - Possible furloughs

Fall 2021 planning

- Pay attention to course offerings and ratio of part time to full time
- Unknown what the budget will look like next year
- Balance upper division with general education

Deadlines and Announcements

- February 1: Chairs submit data on part-time teaching to dean
- February 1: Third year+ Appointments (including full-time lecturers) and Promotions (including full-time lecturers) – Faculty portfolios due to Department Personnel Committee
- February 5: Nominations for Chancellor's Awards for Student Excellence due to VP for Student Affairs
- February 26: Deadline to complete annual training on harassment and discrimination prevention
- Reminder about scholarship committees, information was due to Matthew Pitcher by January 14th. Meghan is working with a few departments on what is missing. Learning Community Scholarships handed out during Honors Convocation, a list of committee members will be distributed shortly by Meghan.

Email from Raymond Collings

Hi Bruce,

I wanted to let you know about a resource that might be helpful for students. Based on data collected that Carol Van der Karr shared with the Online Learning Committee, as well as discussions we have had with students, we know that our students suffered from was the disconnectedness from other students. Study groups normally serve this function, as well as helping them to be academically successful. Unfortunately, the online environment obviously made that difficult for the students. So, we (TSP2 ONLINE) worked with Information Resources to create virtual study spaces for students in individual classes. After piloting the project at the end of last semester, we are ready to go live. We are hoping that you could share this information at the Chairs Council.

Our goal was to make it *almost* labor free for the interested instructors.

- Any instructor who wants us to set up a virtual study room for one or more of their classes would send me the course name(s), number(s), and section(s).
- I would then set up a Microsoft Team for their Department and an individual channel for the virtual study room for the instructor's class(es).
- I also would set up a couple of miscellaneous study rooms for the Department in case of overflow.
- I would then send the link and student instructions to the instructor, who would distribute them to the students.
- After that, the students are free to form study groups and use the virtual spaces 24/7.

The students are given our contact information if they have problems so that the instructor does not need to be responsible for any of that.

In case you want to see a sample, here is a link for one of our pilot rooms. Please feel free to browse.

- **PSY 313 Study Room:**

[https://teams.microsoft.com/l/channel/19%3a4d80746dc83446549b1702cedbae6fd2%40thread.tacv2/PSY%2520313%2520\(Collings\)%2520Study%2520Room?groupId=5e150101-7093-4c6e-9361-7279c078b901&tenantId=6c9b19b4-c847-442a-a49c-6d9d7fdae230](https://teams.microsoft.com/l/channel/19%3a4d80746dc83446549b1702cedbae6fd2%40thread.tacv2/PSY%2520313%2520(Collings)%2520Study%2520Room?groupId=5e150101-7093-4c6e-9361-7279c078b901&tenantId=6c9b19b4-c847-442a-a49c-6d9d7fdae230)

One last request... I am going to be setting these up myself, and that may take me some time, depending on how many instructors request virtual study rooms for their classes. I hope to start with A&S first, then move to the other schools. So, it it would help me if I can do these during the first few weeks, if not before the semester starts.

Thanks, and please let me know if you need anything from me (e.g., more information). Also, I would be happy to give a brief overview at a Chairs Council if you want me to.

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