

Arts and Sciences Chairs' Council  
Monday, March 22, 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.

**Administrative Update**

- Deadlines for DSI
  - July 9: DSI self-nominations due to chair
  - Aug 27: Chairs' recommendations due to dean
  - Oct 5: Dean's recommendations due to provost
- Update from Friday's Academic Planning meeting
  - Plan for Fall 2021 looking like Fall 2019
  - Conduct sanctions may require students withdraw from in-person courses
- Update from Monday's Presidents Advisory Council
  - The college has transitioned to saliva kits for COVID testing. 280 students have been identified as being out of compliance with testing requirements; Student Affairs is in the process of contacting those individuals
  - The Commencement Committee is investigating the possibility of having a limited in-person component to Commencement, such as the opportunity for graduates to walk across the stage, socially distanced with no spectators. The committee will be meeting this week to develop a formal proposal. Erik said that the presidents of the SUNY comprehensives will be meeting on Thursday to discuss their commencement plans.
  - Return to work expectations for fall: The ability for employees to work remotely is dependent on the Telecommuting MOU which is set to expire on April 1. Gary Evans expects that this will be extended (as it was in December) but probably not past June 30.
  - Vaccine availability in Cortland County is on the increase. About 600 vaccines will be administered at the campus clinic this week, and another 1100 on Sunday at Homer HS. Students employed on campus (work-study, etc.) are eligible. The mask mandate will continue for fully vaccinated individuals until further notice is received.
  - The no visitor policy is still in effect. Admissions programming is deemed essential for recruiting, so we will begin seeing small tours on campus in April. A message will be sent to the campus community.
  - Rich Coyne reports that Institutional Advancement has distributed \$300k in COVID relief funds through the student emergency fund.
- Common message for the virtual open house regarding the opening of the fall semester
- Update on Fall enrollment numbers
- NYSED's extension of our ability to continue offering programs virtually for 2021-2022 without registering them as online programs. This might be a good fit for grad programs who want to try to offer current programs fully online in the coming year and see how it goes for them.
- Reminders about upcoming Fall 2021 registration dates for students.
- Additional notes from Andrea (see attached)

**Old Business**

Spring 2021 re-opening

Fall 2021 planning

**New Business**

Faculty listing in catalog (see email attachment)

- Use one database to populate website
  - The list will update at least twice a year or at least once per year
- Adjuncts won't be listed in the catalog

**Open Discussion**

- SUNY document on General Education was just released

**Deadlines and Announcements**

- April 30: Transformations

## Notes from Andrea Lachance

COVID Sanctions and Fourth Quarter Classes – Fourth Quarter classes start today. After Wednesday, there will be no opportunity for students to add additional credits. This will likely impact the Associate Dean's ability to assist students who need to drop in-person classes when they receive COVID sanctions and are barred from campus. A message will be coming out soon from the Provost and VP for Student Affairs reminding students that COVID protocols will continue to be in effect through the rest of the semester and will be enforced.

DSI – Criteria for DSI was released last week by HR. Criteria seems to be largely the same from previous years. DSI applications will be due to chairs on 7/9/21 and then chair's recommendations are due to deans on 8/27/21.

Faculty travel – It is anticipated the faculty travel will be allowed for the fall. We are working to determine faculty travel reimbursement allotments at this time.

Advising - Registration for Fall 2021 will begin on Mar. 31, 2021 for seniors, Apr. 2, 2021 for juniors, Apr. 6, 2021 for sophomores, and Apr. 8, 2021 for freshmen. A message will be going out to students letting them know that nearly all fall UG classes are scheduled to be in-person. There will be very few UG courses taught completely online or even in hybrid mode. It is likely advisors will have to reinforce that message.

Return to Work – It is anticipated that the current “telecommuting” arrangements for staff will be extended again right around the time it is set to expire on April 2<sup>nd</sup>. It is likely that this arrangement will only be extended through the end of the academic year, and that support and administrative staff will be expected to return to working completely in person sometime this summer.

Admissions tours – Starting in April, the Admissions Office will start to hold small gatherings (limit of 15) of accepted students in Brown Auditorium. Safety protocols will be followed with these groups. This is in response to strong demand by accepted students to actually see the campus. Some groups of families of accepted students are showing up on campus unannounced, and they tour campus unaccompanied. The Admissions sponsored small group sessions are a way to avoid this situation.

Enrollment Data and Open Houses – Enrollment data shows that while we are at similar numbers of accepted students for fall, our deposit numbers are behind where they were at this time last year. This makes the virtual open house sessions pretty critical for recruitment of accepted students. Please be sure you are working with admissions and your faculty to have a strong program for accepted students on April 7<sup>th</sup>. Also be sure accepted students know that the plan is for classes to be fully in person in the fall. Unfortunately, we will not be able to accommodate requests for fully online schedules.

Faculty Senate Vacancies – Please check the list sent out by Faculty Senate for committee vacancies that will be opening up in Fall 2021. Please check with incumbents from your departments to see if they want to continue to serve in their current roles. We can then assess how many vacancies will we have and work together to try to fill those seats.

COVID Test Results – SUNY Upstate has implemented a new system to report COVID test results for campus participants. All test participants should be able to see their individual results. The testing by SUNY Upstate is now FDA approved for diagnostic purposes which allows them to provide test results to individuals.

Commencement – The Commencement Committee will be considering whether or not some in-person component for commencement will be feasible. It will take some time to determine if and how this might happen.