

Arts and Sciences Chairs' Council
Monday, September 13, 2021
Virtual Meeting Using Teams

MINUTES

Present: Bruce Mattingly, Vincent DeTuri, Seth Asumah, Martine Barnaby, Patricia Conklin, Gregory Phelan, Paul van der Veur, Kathleen Burke, Andrea Harbin, Wendy Miller, Gayle Gleason, Kevin Sheets, David Dickerson, Paulo Quaglio, Kevin Halpin, Andrew Fitz-Gibbon, Douglas Armstead, Mary McGuire, Craig Foster, Sharon Steadman.

Administrative Update

- Thank you for sending office hours to Bruce
- 2nd year faculty need to submit electronic portfolio
- Faculty up for reappointment need to notify Bruce if they want to opt-out of tenure extension, deadline is December 31.
- Increasing diversity of faculty
 - We have a diverse student body and faculty need to mirror this
 - An objective is to diversify the candidate pool
 - An objective is to diversity the hiring committee
 - An outside member is required for each hiring committee
- Annual fire inspection will be happening next month. Meghan sent out a schedule and requirements. Ensure that your area is in compliance.
- All faculty and staff need to participate in surveillance testing. If faculty are not on campus they don't need to test.

Associate Dean's Report

- Check your class roster's for students how never attended and submit a Starfish flag.
 - If a student stops attending, submit a Starfish flag
- Absence policy
 - If a student is showing symptoms they should not attend class
 - SHS is behind on testing
 - The county is behind on reporting out
 - If there is a short-term absence be flexible
 - If there is a long-term absence request verification from Vince

Assistant Dean's Report

- Scantron machine will be housed in mailroom in Bowers
 - Faculty will need to run their own exams
 - Nicole Shipman is the point person
 - Not available until mid-October

New Business

Proposed changes to SUNY GE (Doug Armstead)

- Cortland has 13 requirements, we use 10 from SUNY and 3 of our own
- New GE has some flexibility
- Doug will share document
- Cortland can continue to expect more than other institutions
 - If a student completes the general education program at another institution they should be able to transfer the complete general education program here
- We need to know the implementation plan

Common hour proposal (Kevin Sheets)

- Randi or Kevin will send proposal for feedback