

Arts and Sciences Chairs' Council  
Monday, August 27, 2018

**MINUTES**

**Present:** Bruce Mattingly, Vincent DeTuri, Mary McGuire, Seth Asumah, Vaughn Randall, Patricia Conklin, Gregory Phelan, Paul van der Veur, Kathy Burke, Andrea Harbin, Wendy Miller, David Barclay, Randi Storch, Alexandru Balas, Paulo Quaglio, Kevin Halpin, Andrew Fitz-Gibbon, Brice Smith, Robert Spitzer, Joshua Peck, Herbert Haines

**Absent:** David Dickerson

**Administrative Update**

- Bruce thanks the chairs for the record turnout of faculty at Convocation
- Bruce thanks the chairs for their efforts and participation on the new reporting system for Annual reports
- Head's up from Library about shared collection program

**Personnel**

- We are asked to be conservative in our requests for personnel
  - 7 requests total; 1 Comm Studies, 1 History, 2 Math, 1 Physics, 2 Sociology/Anthro

**Facilities**

- Probable renovation of Moffett, after Fall semester faculty and offices plan for relocation

**Budget**

- Discussion of OTPS budgets, update allocations, will discuss at scheduling meeting
  - Expensive equipment should not come from OTPS
  - 85% of Dean's money goes to faculty travel
  - College pays for memberships that we need to maintain
    - Will set up an Institutional Membership line – do not use OTPS
  - Account will be set up for Adolescence Education programs

**New Business**

Policies on class attendance and excused absences (see email sent August 3)

- Bruce sent out policy from handbook
- Faculty sets attendance policy and what is an excused absence
  - Syllabus language needs to be consistent with Handbook
- Assoc. Dean role is to contact faculty
- The rules for missing a Final Exam are different than class attendance

Changes to commencement ceremonies

- Starting 2019 commencement students will be assigned ceremony based on academic department