

Arts and Sciences Chairs' Council
Monday, March 11, 2019

MINUTES

Present: Bruce Mattingly, Vincent DeTuri, Mary McGuire, Seth Asumah, Vaughn Randall, Steven Broyles, Gregory Phelan, Paul van der Veur, Kathleen Burke, Andrea Harbin, Wendy Miller, David Barclay, Randi Storch, Alexandru Balas, Paulo Quaglio, Kevin Halpin, Sebastian Purcell, Eric Edlund, Robert Spitzer, Herbert Haines

Absent:, David Dickerson

Administrative Update

- Meghan has returned
- Spoof emails from Bruce – ignore requests for gift cards
- Course loads for PT faculty – they should not teach full time loads
 - Currently, there are four faculty on campus, one in A&S with full time loads (Note added after meeting: one of the faculty was mis-identified. There are no PT faculty in A&S teaching full time loads.)
 - Labs, problem solving sessions use a different calculation than courses
 - Part time can teach 9 hours per semester, not 12
 - Memo from Provost: 2 courses okay, 3 courses approval from Provost
 - Not a new policy
 - Send information to Bruce about salary differentials with other SUNYs
- Memo date from Meghan about PT not continuing included an incorrect date– a corrected date will be out soon

Associate Dean's Report

- Catalog Review Due to Associate Dean April 5 – Not out to chair's yet, in the mail?

Personnel

- Search updates from: Performing Arts, Economics, History, Writing Center, Physics, Communications, Sociology/Anthropology, Art Gallery
- Send requests to Bruce for next year

Facilities

- Classroom readiness committee visited Old Main, Mezzanin A to explore possible upgrade to an active learning space; same committee will be looking at rooms in Bowers to follow up on Call for Alterations requests

New Business

- Participation in GE assessment
 - Rotate through categories in 3-4 year cycle
 - Institutional Research will randomly select courses from each category to participate in assessment

- Every year the committee struggles with the response rate, especially with adjunct faculty
- How do we increase the response without the committee sending several requests for information?
 - Faculty were concerned that requests were made for information not currently available, for example, asking for Spring syllabi in November
 - Copy chair in the all requests to faculty – notifying chairs early would be helpful
 - Allows chairs to take the lead on notifying faculty and explaining the process
 - Having a single list rather than individual emails to chairs
 - Maybe the GE committee should communicate directly with Chair
 - Question about timeline, the request for Spring data was sent in late November
 - The SLOs for each GE are in the catalog
 - Faculty does this work, but the information is not getting back to faculty
 - More transparency and feedback
 - Not everyone has received a report from the committee
 - Obstacle around the discussion of results is fear about evaluation of individual faculty
- If department is requesting a new GE course, there is a requirement for the Chair to complete a section on how the faculty that will be informed of the possibility of being selected to participate in assessment activities
- Changes to commencement ceremonies
 - Most of the discussion in the Fall was about the assignment of ceremony by major
 - Less attention on who is eligible – change in eligibility, no Fall 2019 grads with exceptions for students participating in one of the following: study abroad, student teaching, internships, other applied learning experiences
 - Virginia Levine, head of commencement committee – some flexibility will be granted during this transition year
 - Student should send a written appeal directly to Virginia Levine
 - Is the major list set or is it still a draft? – set, on the web
- Question about purchasing supplies from local stores
- Question about car rentals – Enterprise is requesting a blue card for renting a car
 - Enterprise is no longer taking the tax exempt form
 - Bruce will follow up on this

Announcements and Deadlines

Portfolios due to Dean April 1