

Arts and Sciences Chairs' Council  
Monday, September 23, 2019

## MINUTES

**Present:** Bruce Mattingly, Vincent DeTuri, Mary McGuire, Seth Asumah, Jeremiah Donovan, Patricia Conklin, Gregory Phelan, Paul van der Veur, Flavia Dantas, Andrea Harbin, Wendy Miller, Gayle Gleason, Kevin Sheets, Alexandru Balas, David Dickerson, Paulo Quaglio, Kevin Halpin, Andrew Fitz-Gibbon, Moataz Emam, Robert Spitzer, Herbert Haines

### Information Resources to discuss campus rollout of Duo

**Guests:** Varya McCaslin-Doyle, Amy Berg and Josh Peluso

- Two factor authentication (see handout)
  - Applies to myRedDragon and applications behind myRedDragon
  - Discussed several types of options
    - An ipad has a special token
  - Travel abroad is currently a work around
    - Permanent procedure is being finalized
    - Call or contact the Help Center
- Plans for faculty/staff
  - Plan to move chairs, secretaries, and office staff during Fall 2019
  - Moving department in the Spring 2020
- Will be working on alternate method for Emeritus
  - Only current faculty/staff are covered by Duo license
  - Still working on adjuncts – when they are off contract they are out of Duo
- Once we are all on Duo there will no longer be a password reset
- Students starting today, all students moved by the week before Thanksgiving
  - Starting with Seniors, then Juniors, Sophomores, First-year, and then Graduate students
  - No student is scheduled on Friday
  - no student scheduled on their registration day
  - working with DRO to help students with accessibility issues
  - TAs in COR will help with training students in COR

### Administrative Update

- Please remind faculty about Jewish High Holy Days (see email announcement)
- Personnel committees (Andy)
  - Some inconsistencies in how decisions are communicated regarding promotion and reappointment
- Commencement assignments will post this week
- A&S has an empty seat on EPC, please announce to your faculty (Chris Widdall)
- Survey from EPC about language in the catalog, survey open until 10/11 (Chris Widdall)
  - We will discuss on 10/7 council meeting
- Impacts to new faculty
  - Moving expense reimbursements are taxable income
  - Provost office will send a question about prior service (up to 3 years, while in tenure track line)

- DSI decisions went to Provost on Tuesday September 17
  - Appeals go to Provost
- Recommendation from Darci to start contracts sooner (48 hours) and extend (72 hours)
  - Any negative feedback? – only from Psychology

#### **Old Business**

- Parking Study – feedback is being reviewed

#### **New Business**

- Starfish
  - Vince notifies “Never Attended” as they come in
  - Verified absences are now sent by Michele using Starfish
  - On October 7, Vince will download students with at least one flag
    - For Probation any student with “at risk of failing”
    - For Good Standing any student with at least two “at risk of failing”
  - Suggestions for additional reach out?

#### **Announcements and Deadlines**

- Panel discussion on opioid crisis: Wednesday, September 25, 7:00-9:00 PM, Brown Auditorium
- Second year appointments: Department Personnel Committee’s Recommendations due to Department Chair: October 1
- Sabbatical Leaves for 2020-2021 : Faculty applications due to Department Chair: October 4