

Arts and Sciences Chairs' Council  
Monday, February 10, 2020

**MINUTES**

**Present:** Bruce Mattingly, Vincent DeTuri, Seth Asumah, Jeremiah Donovan, Patricia Conklin and Elizabeth McCarthy, Gregory Phelan, Paul van der Veur, Flavia Dantas, Andrea Harbin, Wendy Miller, David Barclay, Kevin Sheets, Alexandru Balas, David Dickerson, Paulo Quaglio, Kevin Halpin, Moataz Emam, Mary McGuire, Herbert Haines

**Absent:** Andrew Fitz-Gibbon

**Administrative Update**

- Bruce is on the Middle States Steering committee and invitations are being sent to serve on self-study working group
- Concerns about general education category review
  - periodic review is part of our process, this is not an option
  - The review is not meant to be significant extra work, the assessment should be imbedded in the course

**Assistant Dean's Report**

- Reminder that Abby Thomas from Advisement and Transition has funds for a welcome back event

**New Business**

- Course Level SLOs: timelines, roles of all involved, and workable plans to meet the April 1 deadline
  - Timelines – May 15 for the school curriculum committee to approve;
    - April 1 deadline for department chair approval to send to curriculog
    - Departments need to set a date for their submission to curriculog
  - Roles of all involved
    - Continuing full-time faculty or someone in the department uploads the course level SLOs for all Spring 2020 courses into curriculog
    - Chair reviews and makes necessary edits
    - School Curriculum Committee reviews
      - Works with chair or department representative
      - Goal is to make edits and not send anything back
    - Associate Dean and Dean participate if necessary
    - Approved SLOs go to Nancy Diller for catalog
  - Each department needs to develop a workable plan to meet the April 1 deadline
    - The CC will ask for the chair or department rep to be present when SLOs are reviewed (we meet Fridays at 3 pm)
  - Discussion
    - SLOs for cross-listed courses should be submitted by primary department
    - Special topic courses should have a generic higher level learning outcome
    - TEC will be working on SLOs for education courses
    - Changes to SLOs at a later time should a be Level 1 change

**Announcements and Deadlines**

Appointments/Promotions DPC recommendations due to Dept. Chair February 15, 4 p.m.  
Small Grant Awards to Faculty Development Center: February 18, 4:30 p.m.