

Arts and Sciences Chairs' Council  
Monday, November 16, 2020  
\*\*Virtual Meeting Using Teams\*\*

**MINUTES**

**Present:** Bruce Mattingly, Vincent DeTuri, Seth Asumah, Jeremiah Donovan, Patricia Conklin, Gregory Phelan, Paul van der Veur, Flavia Dantas, Andrea Harbin, Wendy Miller, David Barclay, Randi Storch, Alexandru Balas, David Dickerson, Paulo Quaglio, Kevin Halpin, Andrew Fitz-Gibbon, Douglas Armstead, Mary McGuire, Craig Foster, Sharon Steadman.

**Administrative Update**

- During our study in place and study away, students can't show up for classes
  - Individual access is okay upon approval
  - Not okay for small group gatherings
- CTEs should be available
  - In Spring 2020, not required but still an option
  - If there are issues accessing these for this semester reach out to SRRS
- Spring 2021
  - expect revised calendar with Feb 1 start date, no Spring break, no pacing days, ending date is the same
  - keep Chair's schedule as is, first meeting on Jan. 25
  - no current plan for on campus vaccine distribution
  - internship policy will be consistent with Fall policy
  - field trip – no guidance if outdoor course can meet longer than 55 minutes
  - default online is synchronous
  - discussed flexibility in running low enrolled in-person courses
- Transfer students populate system for Spring 2021 typically after Thanksgiving
- Last week all sabbatical requests were approved
  - expect to hire adjunct for covering teaching load, not full-time
- Two faculty searches either approved or in the pipeline
  - PRODiG may still move forward
- Discussed reappointment forms, it is okay to send paper forms
- Send Bruce data about department retreats (information for Middle States)

**New Business**

Virtual conference fees – revised procedure

- Conference registration should not be paid with personal funds with expectation of reimbursement
- Charge conference registration to P-card
- Virtual conferences will be reimbursed if prior approval

- Funds are available for conference presenters
- Discussion about splitting costs
- Discussion about international conferences

#### **Open Discussion/Questions**

- Faculty, staff, student survey results?
- Discussed registration issue with P grade for courses with C- prerequisites
- Request for ZOOM