

Arts and Sciences Chairs' Council  
Monday, December 7, 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**

- Sabbatical leaves have been approved by Provost
- Request to respond to course SLO update email from John Cottone
- Faculty, staff, and student survey information was released today; plans for an open meeting are in process
- Search updates
  - Two approved faculty searches are moving forward, one in AAS and one in Childhood Education
  - PRODiG will be the only additional search this academic year; Deans will meet to identify how to fill vacancies
  - Bruce identified 18 vacant lines with five departments with multiple lines to fill
  - Arts and Sciences will get 2-3 or maybe 4 lines from PRODiG

**Associate Dean's Report**

- Final grade reminder due Wednesday, December 23 by 4 pm

**Assistant Dean's Report**

- Degree conferral checklist reminder
  - Advisors and chairs need to check with Administrative Assistant for checklists

**Old Business**

Virtual conference fees – revised procedure

- Bruce collected information on conferences attended
- Discussed issue of sharing credit card information for registration
  - For some conferences faculty register in the preceding academic year (prior fiscal year)
  - Does sharing the number over the phone violate the PCard rules?
  - Sometimes there is an ethics statement faculty need to acknowledge during registration

**New Business**

Spring 2021 low enrolled courses

- Process to identify low enrollment courses
  - Report was run to exclude courses with caps below 4

- Bruce sorted spreadsheet on instructor name and class meeting time to account for cross-listing
- Did not account for max capacity
- Some courses have a low cap and will be full and on this list
- Bruce will have a conversation with chairs before sending list to Provost
  - The intention of the spreadsheet is to summarize information – the context is important
  - Cross-listed courses are associated with department of instructor
  - Consider all sections offered for a course
  - Late in the day courses are not filling
  - Students are still adjusting their schedules
  - Bruce will send out raw data

#### Spring 2021 calendar: pacing/study days

- Feedback from Chairs was used in the decision making process
- Petition from the students and faculty requesting pacing days is circulating
- What is the impact of a pacing day during the week?
- According to faculty survey 70% were not in favor of pacing days
- Discussed the 55 minute rule and the underlying assumptions and implications