

Arts and Sciences Chairs' Council  
Monday, January 24, 2022  
\*\*Virtual Meeting Using Teams\*\*

**MINUTES**

**Present:** Bruce Mattingly, Vincent DeTuri, Seth Asumah, Martine Barnaby, Patricia Conklin, Gregory Phelan, Paul van der Veur, Kathleen Burke, Andrea Harbin, Wendy Miller, Gayle Gleason, Kevin Sheets, David Dickerson, Paulo Quaglio, Kevin Halpin, Andrew Fitz-Gibbon, Douglas Armstead, Craig Foster (Judith Ouellette for first 30 minutes), Sharon Steadman

**Absent:** Mary McGuire

**Guests:** Lauren DeLaubell and Jenn McNamara, co-chairs, General Education Committee, to discuss changes to the GE program

- All changes need to be approved for Fall 2023 catalog
  - Not many changes for us; still 30 credit hours; further discussion on Feb. 15 during Faculty Senate
  - We can go over and above but can't do less
  - Transfer students can still meet credit requirement
  - Lauren will send current documents and links

**Administrative Update**

- Requests to distribute campus-wide emails for new courses or research talks for candidates
  - Any request should go through department chair
  - Discussed if we should be sending announcements for special topics or if there is a better way
- CTEs submitted too early – any suggestions for improvement should go to Committee for Teaching Effectiveness
- Snow day policy – a snow day is a snow day, nothing has changed
- Requests for GA should get to Bruce by 2/11

**New Business**

Starfish utilization -- Concern about low numbers of faculty submissions

- Faculty feel it is too early and some don't like template message

Course scheduling issues

- Balance between MWF and TR options – need to distribute over time range
- Online vs. in-person for FT faculty

**Deadlines and Announcements**

- 2/11: Deadline for fall 2022 course schedules to be submitted to SRRS
- 2/14: Faculty Development Center, Small Grant requests: send electronically to Dean
- 2/15: Portfolios - DPC recommendations due to Department Chair