

CAS Dean's Council Meeting
March 4th Minutes
BCC 200

Attendees

Dr. Patricia Behre, Chair of the History Department
Dr. Sara Brill, Chair of the Department of Philosophy
Dr. David Crawford, Chair, Department of Sociology & Anthropology / Director of International Studies
Dr. David Downie, Chair of the Politics Department
Dr. Robert Epstein, Chair of the Department of English
Dr. Dina Franceschi, Chair of the Department of Economics
Dr. Joel Goldfield, Chair of the Department of Modern Languages & Literatures
Dr. Matthew Kubasik, Chair of the Department of Chemistry & Biochemistry
Dr. Scott Lacy, Associate Dean, CAS
Ms. Colby Lemieux, Assistant Dean, CAS
Ms. Andrea Martinez, Senior Assistant Dean, CAS
Dr. Margaret McClure, Chair of the Department of Psychology
Dr. Laura Nash, representing the Department of Visual & Performing Arts
Ms. Kim Nickolenko, Director of Career Engagement, CAS
Dr. Shelley Phelan, Chair of the Department of Biology
Dr. Sallyanne Ryan, representing the Department of Communication
Dr. Glenn Sauer, Associate Dean, CAS
Dr. John Slotemaker, Chair of the Department of Religious Studies
Dr. Jonathan Stott, Chair of the Department of Physics

Regrets

Dr. Sean Horan, Chair of the Department of Communication
Ms. Stephanie Gallo, Director of Career Planning for CAS
Dr. Irene Mulvey, Chair of the Department of Mathematics
Dr. Marice Rose, Chair of the Department of Visual & Performing Arts

Guest

Lynn Kohn, Registrar

1. Approval of Minutes from Dec. 4, 2019 & Feb. 5, 2020

Motion to approve: Dr. Slotemaker

Seconded: Dr. Behre

All in favor

2. Registration timelines and Degree Works Dr. Lacy introduced Registrar, Lynn Kohn.

- Ms. Kohn reported that the version of Degree Works that the university had been using is no longer being supported; in addition, this older version used flash player which is also being decommissioned.
- In February, Ms. Kohn went to training of the latest version of Degree Works. In the training, she learned that the functionality and layout had a very different look and feel and to change now would be too much for faculty and students to learn without proper training. Due to time constraints, Kohn opted for the classic version, which is one version behind the latest.

- The university will move to the latest version over the summer (after first year orientation) with training session offered during September.
- Advising begins on March 16th each student will receive notification of the course numbering updates, their advisor name and registration date and time.
- College Scheduler software assists students with building their schedule. It is:
 1. user friendly
 2. compatible with Banner
 3. pre-loads data
 4. has reporting capability for historical data
 5. can attach to degree works and planners

3. Announcement & Updates

A. **Faculty Searches:** Dr. Sauer said the following departments have completed searches:

Biology, Physics, and a visiting line in Religious Studies.

Math is finalizing two searches.

Communication is currently in a search.

English search is ongoing.

For next year, we put forward a request for twelve lines, we are awaiting approval from the Provost.

B. **Corona virus & return of Florence students** Dean Greenwald said there is a university wide task force that meets daily with two subcommittees:

1. Academic subcommittee, meets each morning.
2. Student life subcommittee that meets each afternoon.

* Due to the situation in Italy, the decision was made to pull our 142 students in Florence, for fear of the students being stranded.

* The students were instructed to return the US by Saturday, February 29th and were informed not return to campus until Monday after spring break.

* There have been reports of students visiting campus. If you know of students on campus you are required to notify the Dean of Students office, as they are in violation of university policy.

* Mark Ligas is developing student schedules.

* We are monitoring the situation for our students abroad in other areas and developed a policy for students that want to return.

* The Dean thanked the faculty and departments that are assisting with offering accelerated courses to assist these students.

* The students will have on campus housing, the option to take fifteen credits for spring, summer and the January term. They will receive three credits of elective for the cultural work.

* Facilities increased disinfecting of all buildings and dorms.

* We are preparing for the event of the university closing; we are working on an emergency budget.

* Policy is in place for animal labs, and machinery in the Chemistry labs. If you have concerns for your department due to potential closure to notify the Dean's office.

* Prepare for working remotely, VPN access will be available for mobile devices.

* We are preparing for two types of closures

1. Short term two week closure
2. Or, a plan to close for the remainder of the semester.

Ms. Martinez asked if the office of Accessibility has been involved in the planning. Dean Greenwald said yes, for any student that has a disability concern due to the change in situation to advise them to contact Mark Ligas or Megan Buxton. Mark has been working with Megan to ensure accommodations that exist follow.

Dr. Goldfield asked if the university closes, when students would earn the credits. Dean Greenwald said the Deans spoke with the executive committee of academic council. The Deans will draft a proposal to each of their school's curriculum committees, requesting a temporary policy that would allow departments to change courses to pass/fail. This will give departments the flexibility to decide if courses can carry out on line.

- C. **Rank & Tenure Guidance Memo for CAS** Dr. Lacy said we are required by the faculty handbook to have published procedures. A draft of the procedures we currently use will be sent to department chairs for approval so that we have a document in place.
- D. **Reminder: send recent faculty accomplishments** Dr. Lacy sent an email requesting faculty accomplishments, they are needed ASAP to share updates with the board. Please send the requests to Dr. Lacy or Christina Albino in CAS.

4. CAS Student Awards

- A. Please submit award winners to Christina Albino so that she can arrange the program
- B. Recruit student award submissions for the research prizes. Encourage seniors to submit. Current totals:
 - Humanities 6
 - SBS 1
 - VPA 1
 - NSM 0

5. **Facilities Update** the Dean said we are meeting with Advancement and Facilities and planning for our future. There are stages to the renovations.

- Last summer: renovations and updates in Bannow
- Updates in Donnarumma will be in stages

Dr. Sauer said this summer renovations of Donnarumma will involve the hallways and plumbing systems:

- Instillation of Sprinklers
- Water fountains
- Bathroom updates
- Faculty are asked to take personal items home and clear desk surfaces.
- Dr. Sauer said you will not be able to gain access to your office during the renovation, plan accordingly. If a faculty member needs an on campus office space one will be provided. Temporary spaces will be available for the Program Coordinators likely in McAullife Hall.
- Desktop computers can be taken home or ITS will store them. Dr. Sauer will need the names and office numbers for those storing computers.
- Book shelves will be covered with plastic, for tall book shelves the top shelves will need to be cleared.
- Boxes will be provided and stored in the classroom closest to your office - boxes will be moved for you.

Dean Greenwald said with our three year plan for faculty hires, we are now running out of office space for fulltime faculty. Currently, adjunct faculty use shared faculty office space, we plan to create a large shared office space for adjunct faculty. Providing a larger shared space will free up offices for fulltime faculty. The Dean will work individually with departments to discuss the plan in detail. The shared space will have swipe access.

Dr. Downie asked if all of Donnarumma can be updated with swipe access as it is an issue for those with disability to gain building access. The Dean said he will bring this up with facilities and report back.

Dr. Goldfield said he has concerns about students not feeling comfortable having a conversation in a shared room. Dean Greenwald made the point that adjunct faculty are already in a shared office.

Dr. Crawford said departments will need to figure a plan to provide private space to adjunct professors when needed. Dr. Crawford offers his office to his adjuncts if they need to have private conversation with students.

Assistant Dean Martinez introduced the new CAS Assistant Dean, Colby Lemeiux, Colby started in the Dean's office on February 10th. Previously she was with the office of Academic Support and Retention, Colby has hit the ground running. Please feel free to reach out to either one of the Assistant Deans with student concerns.

Meeting Adjourned at 4:35 p.m.
Respectfully submitted, Fran Yadre