

**CAS Dean's Council Meeting**  
**May 6<sup>th</sup> Minutes**  
**Zoom**

**Attendees**

Dr. William Abbot, Co-Director, Irish Studies  
Dr. Jennifer Adair, Co-Director of Latin American & Caribbean Studies  
Dr. Sergio Adrada-Rafael, Co-Director of Latin American Studies  
Dr. Anna-Marie Aksan, Director of Asian Studies  
Dr. Peter Bayers, Director of American Studies  
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. Sara Diaz, Director of Italian 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  
Ms. Steph Gallo, Director of Career Planning for CAS  
Dr. Joel Goldfield, Chair of the Department of Modern Languages & Literatures  
Dr. Horan, Chair of the Department of Communication  
Dr. Matthew Kubasik, Chair of the Department of Chemistry & Biochemistry  
Dr. Maggie Labinski, Director of Peace & Justice Studies  
Dr. Scott Lacy, Associate Dean, CAS  
Dr. Janie Leatherman  
Ms. Colby Lemieux, Assistant Dean, CAS  
Ms. Andrea Martinez, Senior Assistant Dean, CAS  
Dr. Margaret McClure, Chair of the Department of Psychology  
Dr. David McFadden, Director of Russian, East European & Central Asian Studies  
Dr. Irene Mulvey, Chair of the Department of Mathematics  
Ms. Kim Nickolenko, Director of Career Engagement, CAS  
Dr. Nels Pearson, Director of the School of Humanities  
Dr. Shelley Phelan, Chair of the Department of Biology  
Dr. Marice Rose, Chair of the Department of Visual & Performing Arts  
Dr. Glenn Sauer, Associate Dean, CAS  
Dr. Katherine Schwab, Director School of Communication, Art & Media  
Dr. Kris Sealey, Director of Black Studies  
Dr. John Slotemaker, Chair of the Department of Religious Studies  
Dr. Jonathan Stott, Chair of the Department of Physics  
Dr. Brian Walker, Director of Health Studies  
Dr. Marion White, Co-Director, Irish Studies  
Dr. Margaret Wills, Director of Bachelor of Professional Studies

## I. **Approval of Minutes** Postponed for future meeting

## II. **Dean's Remarks and Updates**

- Commencement tentatively date for fall. If needed may be moved to spring '21 (for everyone to be safe.)
- Seniors have missed many things including senior week. On May 17, the President will send out a message to all graduating seniors. Faculty will receive a copy of the message on the evening of May 16.
- Dean Greenwald wants to make sure graduating seniors feel acknowledged. The Dean will send out a congratulations message to all CAS graduating seniors and would like each department to send out their own message to their students. He asked that when you do send the message to alert the Associate Deans so that we know what was sent and when.
- **Budget update** for fiscal year '20 which is the year ending this June. We had a budget shortfall of over \$12 million and we are working on mediation measures.
- **Facilities**  
We are moving forward with the Media Center renovations, labs in Bannow and the renovations to Donnarumma. (Faculty & staff in Donnarumma received notification). On hold are renovations to the townhouses and dorms, and the arena project was postponed.
- **Savings** other areas of savings came from less travel and no award ceremonies or on campus events and smaller supply orders. These led to significant savings, we will close this fiscal year in a good place.
- **Financials:** We are in a better position than other institutions, but still worried about the future. Our plan is that we will have our MOU.
- **FY '21** we are planning to be flexible a lot depends on what happens with the virus and our incoming class and enrollment. The Dean said, right now our discount rate has remained the same and we have stayed firm with the decision date of May 1. As of yesterday, we deposited 1,126 students.  
A lot will depend on melt and that has a budget impact. The rules have changed in higher education. It used to be that if a student deposited, other institutions could not recruit them. That was before the pandemic. There are schools offering students that attends an extra \$4,500 - \$5,500. Many schools are raising their discount rate. We expect that we will have to do that at some point to counter offer to keep our class. We are still within our budget for doing that. Right now, we are in a good place, the budget is fluid and we are being as flexible as possible.

Dr. Bayers asked if we have gone to the waitlist. Dean Greenwald said yes in the way we have in the previous years where we take students that were just a few points off the mark.

Dr. Goldfield asked, of the 1126 students that deposited, could you give us the framework is that for the college or for the entire university. The Dean said, that is the total for the university. The break down is : CAS 385; DSB 501.

**III. Fall Planning** we are collaborating with the state. Yesterday, there was an announcement on K-12, with follow up on what the operational side looks like for reopening. The Governor office/task force will issue guidelines for higher education institutions.

We have been working models depending on parameters. There are many unknowns and we have many models worked out for: financial, dorms, dining, international, athletics, classrooms etc. We are looking at:

- will students be tested before they arrive to campus or do we do the test
- we need to have a way of screen and isolate students who are suspected of having any illness, if they're on campus.
- Plans to go to remote in fall in the case of virus resurgence.
- How do we offer instruction in a safe environment - how you handle hallways and bathrooms.
- How to monitor students in their social lives on and off campus.

We don't yet have the academic calendar confirmed; there is a model that has school starting earlier and going remote at Thanksgiving.

The Dean created a subgroup of Dean's Council to have communication and feedback with the Dean's office over the summer. The Dean asked for Chairs to select a representative and notify the Associate Deans. The Dean said he would like to have representatives from the four schools, interdisciplinary programs, graduate programs and departments in different areas. The Dean said once the group is formed, we will meet over the summer, on an as needs basis to keep communication with faculty.

The Dean asked that department chairs to talk to your faculty to reassure them, despite what they hear about other institutions, that we are in a good place. There needs to be a conversation for planning for faculty with flexibility, it appears for fall there will not be field trips, large events or community action projects happening. Talk about alternative options and prepare if needed to work remotely.

Dr. Epstein asked could you tell us, are the incoming freshmen going to be registered online and can you tell us when we will have a plan of when that is going to happen.

The Dean said, we have an engagement plan with our incoming students to keep them fully connected to us since they cannot come to campus for a traditional orientation. There will be a planned set of activities; they will be pre-registered by the university. We will work with the departments to make sure that our understanding matches your understanding.

Dr. Epstein asked, what we need to do to offices in Donnarumma to be prepared for the renovation work.

Dr. Sauer said his understanding is nobody has to come into campus to do anything to their offices. A crew will take photos of how offices are, pack, and move or cover the items.

Dr. Sauer recommended that if you need something in your office, you should come in and take it out before May 15.

Dr. Goldfield mentioned that with the changes happening due to COVID 19 we found that information that's pertinent to our department on the official Fairfield website needs to be changed to reflect the changes in time-frame for orientation.

Dean Greenwald thanked Dr. Goldfield and notified the Council if changes need to be made to the website to notify Christina Albino in the Dean's office.

**Updates from Dr. Lacy Registrar requests:**

All registrar requests go to [registrar@fairfield.edu](mailto:registrar@fairfield.edu), it will be read right away and sent to the correct person. This will help them track and get you an answer quicker.

Jean Daniele will be sending information regarding annual reports; the deadline was pushed back to June 30 to extend it to the very last day of the current chair terms.

Yield representatives please notify us who your department yield representative will be. The yield rep needs to be responsive about engaging current incoming students.

Dean Greenwald said all the departments have yield representatives. Admissions is looking for a list of our yield reps to assist them for fielding questions. Before we confirm the list, we are looking for you to notify us of any changes. Please confirm you yield representative with the Associate Deans.

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