

CAS Dean's Council Meeting
September 16th Minutes
Zoom

Attendees

Dr. Patricia Behre, Chair of the History Department
Dr. Sara Brill, Chair of the Department of Philosophy
Dr. Rachele Brunn-Bevel, Chair of the Department of Sociology & Anthropology
Dr. David Crawford, 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. Sean Horan, Chair of the Department of Communication
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. Irene Mulvey, Chair of the Department of Mathematics
Ms. Kim Nickolenko, Director of Career Engagement, CAS
Dr. Shelley Phelan, Chair of the Department of Biology
Dr. Glenn Sauer, Associate Dean, CAS
Dr. Martin Nguyen, Chair of the Department of Religious Studies
Dr. Marice Rose, Chair of the Department of Visual & Performing Arts
Dr. Adam Rugg, Co-Director of Sports Media
Dr. Jonathan Stott, Chair of the Department of Physics
Dr. Matt Tullis, Co-Director of Sports Media

Regrets

Ms. Stephanie Gallo, Director of Career Planning for CAS

1. Approval of Minutes from Mar. 4, Apr. 1 & May 6, 2020

Motion to approve: Dr. Crawford

Seconded: Dr. Goldfield

Comments: correction of spelling of Dr. Behre's name

All in favor

2. Fall Courses on Campus Experiences Dr. Lacy thanked the Chairs for their quick responses regarding the information requested to assist Dr. Ligas' office with indexing and fielding questions from students and parents. The information provided reflected:

- 23 out of 26 responded
- 396 sections reporting

- 20% in person courses
- 44% hybrid frequent (meeting at least 1 x per week)
- 17% hybrid light (meeting less than 1x per week)
- 19% online

Dr. Lacy said not included are the three programs/departments that have not submitted, but it made minimal difference. The numbers have remained at 66% combination of in person & hybrid frequent and 19% for online.

3. Spring Semester Course Schedule & Submissions Dean Greenwald the Deans met with the Provost team to determine dates for course submission deadlines and flexibility for spring. They are awaiting curricular governance guidelines for decision pertaining to spring semester model and number of sections of online courses allowed. The Dean mentioned:

- The Registrar's office implemented a new system; should be user friendly.
- Advising should be done over zoom
- If needed the Dean will advocate for an extension to meet department's needs.
- Pushing the deadline back would have registration happening during Thanksgiving week,

The Dean asked for Chairs concerns:

- Dr. Behre received feedback from some students that are unhappy with online, they feel disconnected. Students that remote into in person class discussions have difficulty as they can only hear the instructor. Another point Dr. Behre made, was from faculty, faculty vastly prefer to teach in person, but some faculty feel they deliver a better product fully online than the hybrid model. Dr. Behre suggested for spring in lieu of a hybrid course that fully online would seem to be a better option.
- Dr. Epstein said Academic Council sent the question regarding number of online sections to UCC to determine the limit of on online classes. AC is to reconvene on Sept. 21st. The calendar task force is to reconvene too and in a few weeks, there should have clarity on these items.
- Dr. Goldfield mentioned this fall there are four more class days than last fall and asked, if this was accidental and will spring have extra class days too. The Dean said he thinks it was not intentional. Dr. Epstein said it was accidental, due to adapting the calendar around COVID and determining what to do about fall break. For your courses, you can build in days off to offset the extra days.
- Dr. Mulvey, mentioned, departments should be planning spring semester curriculum courses normally. Academic Council to confirm the format and delivery of the courses.
- Dr. Nguyen asked if the 19% online, included the eight-week model. Dr. Lacy confirmed it included both. Dr. Nguyen said his department have offered traditional online courses, and faculty received training through the CAE. Will this training continue for faculty that choose the newer online teaching model? The Dean said that this is what the governance committees are working out now.
- Dr. McClure said she did the online training and there is no timecodes or expectations. Some faculty in her department would like to have the opportunity to switch from online to classroom format, if things with the virus improve. Therefore, guidance from AC regarding timecodes and things to set out to students would be helpful.
- Dr. Brill said some of her faculty due to the sensitivity of subject matter decide what class they teach depending on the modality options. Dr. Brill said it could be useful to gather feedback from

students on their experience. The Dean said, Student Life reported, students are happy to be back but are nervous and the experience is strange for them. The situation is still new for students to give true feedback.

- Dr. Brunn-Bevel asked, if course caps could be lowered for in person classes to accommodate finding rooms. The Dean is fine with lowering course sizes for social distancing (i.e. 27 to 24 students).
- Dr. Phelan said if we were able to designate the number of courses that would be online; it would assist with classroom assignments.
- Dr. Downie asked if graduate courses would continue online in spring. The Dean said, he thinks the restrictions in place will stay, however, it has not yet been confirmed. Dr. Downie said having the graduate courses online frees up classroom space in the evening.
- Dr. Brill asked if the accommodation policy would stay in place for spring semester. The Dean said, he thinks it is to continue that he has not heard of changes to the accommodation policy.

4. Assessment Dr. Sauer reminded the Council that assessment reports are due October 31.

- Templates will be sent to the Dept. Chairs the week of Sept. 21st (Dr. Sauer will work with new Chairs regarding the process)
- Depts. are to build on previous reports
- The College currently have 43 programs
- We have a 91% reporting rate for NEECHE (we provide assessment each year)
- Assessment due this October is for last year. Report your fall activities, if due to COVID your spring plans were cancelled that is what you report, with your plan to address this year.
- Any questions email Dr. Sauer

5. Course Approval Process Assistant Dean Lemieux reported an increased number of requests for students to take courses at another school to transfer to Fairfield for credit. As a reminder, the process for this request starts in the Dean's office. The criteria for students need to meet are:

- Compelling reason to take class elsewhere
- All major and magis core classes are taken at Fairfield
- Primarily students receive approval for elective classes to catch up from course withdrawals

Ms. Lemieux asked to direct students that request approval to the Dean's office. The Assistant Deans will reach out to Chairs if a course would count as major or minor credit; and to confirm the course meets your program and has course equivalency.

6. Updates

Quick Center Dean Greenwald said the Quick Center, which is now part of the College of Arts & Sciences, purchased film equipment for film series. There is a screen located between BCC and Alumni Hall; this is for your program's use. Dr. Lacy said information is forthcoming with instructions regarding scheduling time through EMS. Keep in mind:

- Seasonal/weather permitting
- Lawn seating (no chairs)
- Evenings only keep sunset time in mind when scheduling
- Bring content: your laptop, DVD, etc.
- Internet access / streaming app availability, i.e. Kanopy
- When not in use, the Quick will run previously recorded events

COVID Testing the Dean said testing is now two days (Tue/Wed) focusing more on athletes and beach students. Testing results are updated twice a week on the portal.

Dr. Phelan said to clarify faculty receive two separate notifications when a student is out sick

- The first notifies a student is out for health reasons.
- The second notification says a student in your class tested positive for Covid, however, you do not receive the name of the student. The Dean confirmed due to privacy rights, the name is not provided.

The Dean asked Chairs to follow up with your students that are not feeling well. The Assistant Deans are also reaching out. Students feel isolated and lonely. If you hear of a concern or worry send it to the Associate Deans, so that Dean's office can assist.

Searches The Dean said there would be limited searches later this year. The focus will be for new majors or majors that have growth. Lines will be discussed at the October meeting. The three year line request is still there but has been pushed out for now. The Dean said; do not feel rushed to fill a tenure track line during this pandemic.

Rank and tenure Dr. Lacy said, last semester we created a draft of guideline for the College regarding rank & tenure procedures, they are in the minutes approved today. Dr. Lacy will send to the group again and for next meeting for approval. The Dean said then the guidelines will be shared at ASPC and the following CAS faculty meeting for approval.

Task force on inclusion and diversity the Dean requested departments nominate a faculty representative to meet a few times this semester. Goal to make recommendations that go before the college faculty.

Next steps

Lines

Rank & tenure guidelines

Meeting Adjourned at 5:12 p.m.

Respectfully submitted, Fran Yadre