

CAS Dean's Council Meeting
Oct. 7th 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
Ms. Jean Daniele, CAS Director of Operations and Budget Manager
Dr. David Downie, Chair of the Politics Department
Dr. Robert Epstein, Chair of the Department of English
Ms. Stephanie Gallo, Director of Career Planning for CAS
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
Dr. Kathy Nantz, Professor of Economics
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
Prof. Matt Tullis, Co-Director of Sports Media

Regrets

Dr. Dina Franceschi, Chair of the Department of Economics

1. Approval of Minutes from September 16, 2020

Motion to approve: Dr. Phelan
Seconded: Dr. Goldfield
All were in favor

2. Updates

Inclusion & Diversity Committee Roster

- Nominations for committee have been received and invites will be sent soon
- The committee will work to create action items regarding practices and policies.
- Recommendations will go to the CAS Faculty meeting
- Questions regarding the committee, reach out to Dr. Scott Lacy

Budget the Dean said currently in a good place (numbers based on October reporting date)

- Total undergraduate enrollment is 4,355 – up 1.2% over last year.
- First year class 1119 (originally wanted 1175) but reduced due to COVID
- Less discount – net positive
- Increase in transfer students from approximately 45 to 59 students
- Graduate enrollment increased to 1159; up 11% in the last year
- Total enrollment of all students 5,514
- Factored in about 15% of students opting fully remote, only 200 students opted for full remote. Majority of students want to be on campus.
- Retention rate is usually about 88% this year it is 92%; the Dean said this is a testament to your hard work, you show the students.

Line Requests the Dean said we had an elaborate plan in place to replace most visiting faculty with tenure track faculty but for the moment the plan has been put on hold.

- Searches will be limited for departments in need (i.e. Chemistry having two retirements at the end of academic year).
- the plan will continue once on firmer ground
- the order and need may be reconfigured

Dr. Downie asked, if a decision has been made on searches for the 2021-2022 academic year. The Dean confirmed no decision yet.

Dr. Downie asked regarding departments that have visiting assistant professorships if the if the budget approval process could be earlier, so departments do not lose valuable instructors.

The Dean said to deliver the curriculum departments need staffing. VAP lines should remain unless a department replaces that line with a full time tenure track line. When hiring or rehiring VAP's the ad should state pending final budgetary approval.

Dr. Brill asked how the shuffling of priorities would affect her department's hiring plan. The Dean said departments are to reorganize their priorities with changes and shifts that may have occurred due to retirements or shift if curriculum needs.

Dr. Nguyen being a new Chair this year, does not have access to his department's three-year plan.

Dr. Sauer will send out the plan.

3. Spring Semester

The Dean said we receive guidance from Academic Council. The number of full online courses are to be the same as previous spring semesters. Most courses will be hybrid.

Dr. Downie said at Monday's Academic Council meeting, Chairs were informed that departments would be able to enter hybrid, online and classroom courses into the system; however, he and his assistant had tried to enter the courses and were unable to. He requested the Dean raise this issue of designation.

Ms. Martinez said the semester begins remote for all courses however, only truly hybrid courses are coded as hybrid. Ms. Martinez will notify Michael Flatto of the following:

- access for Program Coordinators to use the system
- clear coding and notations for students

Departments that are having trouble with the system can email Ms. Martinez an excel spreadsheet and specify the course format. Asst. Dean Martinez will work with Michael Flatto to enter the courses.

Dr. Muvey said there are two issues:

- Registrar needs to know classroom requests.
- Students to need to understand what to expect ie. Online, hybrid, FTF.

Dr. Goldfield asked if accommodations continue. Dean Greenwald said, HR has not yet made an announcement, but believes accommodations will continue.

4. Rank & Tenure Guidelines the Dean said for this year with less staff on campus and to make sure faculty materials are secure the boxes are to be stored in the Provost's office rather than at the departments. Some departments were opposed to this decision.

- Dr. McClure asked if departments have a secure area could they opt out of storing at the Provost office. The Dean said the decision was to be uniform across the university.
- Dr. Kubasik was opposed to the decision of materials be stored outside the department. Agreed it should be an option but not requirement.

The Dean said for departments that would like materials secured at your department to email him with the controls you have in place.

5. Strategic Planning discussion moved to a later date.

Meeting Adjourned at 5:12 p.m.
Respectfully submitted, Fran Yadre