

**CAS Dean's Council Meeting  
February 10, 2021 Minutes  
Zoom**

**Attendees**

Dr. Patricia Behre, Chair of the History Department  
Dr. Sara Brill, Chair of the Department of Philosophy  
Dr. Rachelle 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  
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  
Dr. William Vasquez, Professor of Economics

**I. Approval of Minutes from Oct. Nov. Dec. 2020**

- Motion to approve: Dr. McClure
- Seconded: Dr. Phelan
- one abstention
- All in favor to approve

**II. WAC/WID Course Release** when the Core passed there was language regarding course releases. In 2018 a task force was formed (WAC/WID Equity committee) to develop a set of recommendations that were sent to UCC and accepted by the Provost. The Dean wanted to discuss the guidelines to put them into process, he and asked for questions.

- Dr. Goldfield asked about course releases that accumulated and how to accommodate those that banked course releases and what system will be in place to enable the use of course releases.

The Dean said that we are starting now and anyone who has earned releases are eligible next year but there is no banking system, the policy is one per academic year.

- Dr. Brill said the committee core documents outlined that if you consistently teach WAC/WID courses you would transition to a 3:2 teaching load. Visiting professors are not included.
- Dr. Stott asked how regular three-day course loads differ from WAC/WID courses and course releases. The Dean WAC/WID course workload intended to be more like four credit courses with an intense engagement in student writing.
- Dr. McClure asked about the three hiring plan. The Dean said the plan is not going away we are adding to the plan. Dr. McClure asked regarding institutional data if Chairs could receive the data as inaccuracies were found. The Dean said the needs for the Core were put on hold during Covid and we are hoping to automate the reports so Chairs have access at all times.
- Dr. Downie echoed that he has experienced odd numbers but has also received great reports. Downie thanked Scott Lacy for the set of guidelines but said that if the policy is that VAP's and adjuncts are excluded then it should be stated in the guidelines. At General Faculty it was passed that WID courses can be taken in any major. Dr. Downie said there is a need for more SJ and ID courses and asked Chairs to encourage faculty to do so. Lastly, Dr. Downie suggested a good way to ensure your majors' get an interdisciplinary course is to pair your course with one from another department or school.
- Dr. Goldfield asked that the guidelines reflect that the course release maximum for WAC/WID is separate to regular course release. Dr. Lacy agreed, he said this is faculty initiated process and chair coordinated. Dr. Goldfield asked if this is a discussion between faculty member and chair. The Dean said the process should be a similar to discussions departments have with sabbatical and then it goes to the Dean for approval.
- Dr. Crawford agreed with Dr. Epstein's point that SJR designation needs expertise. It is important to share with other schools. There are complaints about their students not being able to get courses they need. The Dean said he has met with other Deans to share the data so they understand where we are with the core.

Dr. Scott Lacy asked to confirm the edits to the guidelines:

- Notation of eligible faculty and who is excluded from the policy for clarification (i.e. VAP and adjunct)
- Maximum number of course releases per year per faculty only related to core matters

The Dean said Scott will make the revisions and send a final draft out to department Chairs.

### **Updates:**

The Dean said this week we met with the CAS Board of Advisors and he received positive feedback of a feeling of renewal of the college, due to all the work you have done.

- New integrated media lab for various programs
- Theatre program moved into the Blackbox
- New spaces: the innovation lab, science labs, etc.

**Enrollment Management** Ms. Andrea Martinez gave a quick update on enrollment management. She mentioned that the waitlist offers false hope and no longer good practice and asked for Chairs to consider no waitlist or a smaller list to be able to gauge the section to see if adding another section is feasible.

Andrea said there have been request for a course booklet for students, she and Scott are working on a way to have that sent out to students. Ms. Martinez asked for questions.

- Dr. Brunn-Bevel asked about the cap for online classes, are all capped at 20. Andrea will look into this and get back to the group.
- Dr. Brunn-Bevel asked about the fall format. Will we be following the hybrid format? The Dean said we are looking to plan for a more normal schedule and pivot if needed.
- Dr. Epstein asked would there be study abroad in the fall. The Dean said recommends speaking to Jenn Ewald's office. Dr. Goldfield spoke with Jenn and that they are accepting applications with a March 1 deadline for summer and fall classes at four sites. Andrea said the students are applying and going through the process.
- Dr. Horan asked if Study abroad could implement a simple form for student approval. The Dean said the request will be forwarded to Dr. Harding the CAS liaison to Study Abroad.

### **Hiring Plan**

Dr. Behre asked when would we learn about new faculty lines. The Dean said, at the next Dean's Council meeting there will be a discussion of the plan, Dr. Sauer will be sending the form to departments. The Dean mentioned, with covid there has been a change with increase in retirements. Dr. Sauer asked chairs if you know of senior faculty that may retire at the end of the semester to notify him.

**Donnarumma Hall** Dr. Sauer said the lighting replacement in DMH is to begin mid-February, they will work around classroom schedules and office use. The order of replacement is as follows:

- Classrooms
- Faculty offices
- Hallways

Meeting Adjourned at 5:20 p.m.

Respectfully submitted, Fran Yadre