Unapproved Minutes
Chairs' Meeting via Zoom
Thursday, September 24, 2020

In Attendance: Dr. Kimball, Dr. Sherman, Ms. Fitzsimmons, Dr. Coym, Dr. Ward, Dr. Tatom, Dr. Harrington, Dr. Messenger, Dr. Powers, Dr. Mulekar, Dr. McCready, Dr. Moore, Dr. Meeker, Dr. Sanders, Dr. Habel, Dr. Shelley-Tremblay, Dr. Hanks, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Absent: LTC Tukes, LTC Vaughn, Dr. ter Horst

Dr. Wierzbicki announced that Ms. Charlene Lamonte is retiring, effective October 1, 2020. Ms. Jamie Kendall now handles all grants. Ms. Krista McCreery has been promoted to the new role of Faculty Resource Coordinator. A search is underway to fill the Administrative Assistant vacancy.

1. The minutes of the July 2, 2020, Chairs' Meeting were approved.

2. Chairs reviewed the estimated budget as of August 31, 2020. There should be no spending from supplemental accounts that are in deficit. Chairs were updated on budget cuts for the 2019-20 FY. Departments have close to $2.4 million in reserve funds. Departments have $638,264 in student fees. Chairs were reminded to use student fees in ways that benefit students. All distance learning fees will be held to cover budget cuts.

3. The University had a 1.20% decrease in enrollment for the Fall 2020 semester as compared to Fall 2019. The College had a 6.18% decrease in undergraduate enrollment and an 9.66% gain in graduate enrollment. There was a 7.05% decrease in credit hour production in the College. Chairs received enrollment reports for review.

4. Dr. Wierzbicki distributed the sponsored activity report. CAS faculty members have submitted 71 grant proposals, and 48 have been funded for a total of $6,244,443 in FY 2020. Chairs were asked to continue encouraging faculty members to submit grant proposals to increase external research support for the College.

5. There was discussion about spring semester remote teaching requests.

6. Dr. Wierzbicki announced that the Emeritus Professor Nomination deadline is October 8, 2020. Nominees must be retired.

7. Chairs were reminded that the deadline has been extended for submission of annual staff and administrative employee performance evaluations. Evaluations should be submitted electronically to Ms. Krista McCreery no later than October 1, 2020. The evaluation period is June 15, 2019, to June 14, 2020.

8. There was discussion about holding the 39th annual Arts and Sciences Dean's Lecture via Zoom. The Dean's Lecture will be delivered by Dr. Robert Holm, Professor of Music.

9. Chairs reviewed a memo from Dr. David Johnson about faculty non-reappointment guidelines and deadlines.

10. Dr. Wierzbicki distributed a memo from Dr. Andrea Kent concerning a review of probationary faculty members. Lists of eligible faculty were distributed. Chairs were asked to check the lists against their records for any discrepancies or omissions. Faculty members who are up for mid-probationary review are not included in the annual review list. Faculty members who are eligible for tenure this year are also not included. Dr. Wierzbicki requests that all mid-probationary reviews be signed by the faculty members and returned to the Dean's Office by March 12, 2021. All annual probationary reviews should be completed, signed by the faculty members, and returned to the Dean's Office by April 7, 2021. Chairs were also reminded that all part-time faculty members must be evaluated annually.

11. Dr. Coleman shared the TracDat Report update with Chairs. Dr. Coleman will send a rubric from Dr. Cara Mia Braswell.

12. Chairs were asked to submit 2021-22 reassigned time requests to Dr. Coleman by December 4, 2020.

13. Dr. Loomis shared deadlines for CAS Faculty Awards.

14. Dr. Loomis reminded Chairs about mandatory mid-term grading. Mid-term grades are due at 10:00 a.m. on October 5, 2020. An email notification, including the course prefix, course number, and CRN, should be sent to the Registrar's office for undergraduate courses that have no substantial graded feedback.

15. Dr. Loomis reminded Chairs that the deadline to submit proposals for sabbatical leave for the 2021-2022 AY is October 1, 2020. The impact statement should include a list of all courses that the faculty members would normally teach in the semester or year that he/she is proposing for sabbatical and an estimate of expected costs of hiring any part-time faculty to staff sections of faculty during the proposed leave.

16. Dr. Loomis announced upcoming Preview Days, which are replacing USA Days. Preview Days will be conducted by College. CAS Preview Day will be October 26, 2020. Four groups of 40 prospective students will be escorted to the College. Prospective students will be grouped by Meta-Major.

17. Dr. Loomis distributed a summary of Tenure, Promotion, and Mid-Probationary deadlines and reported that application information and guidelines were sent to faculty. Everything will be uploaded to a secure Google Docs folder. Academic Affairs will email each applicant the address to use for their folder. Chairs must meet with candidates to share results of the committee and Chair reports by January 6, 2021. Chairs were reminded that candidates for promotion or tenure must submit any additional supplementary materials within one week of the meeting with the Chair, even over the holidays. Mid-Probationary Reviews are due with the Chair's evaluation by March 12, 2021. A list of all candidates for tenure and/or promotion was shared, and Chairs were asked to check it for accuracy.

18. Dr. Loomis reminded Chairs of new Tenure and Promotion voting procedures. Committee meetings will be remote via Zoom. Committee voting will remain secret by using Doodle Polls.

19. Dr. Loomis announced that the CAS new faculty advising workshop will be held via Zoom at 3:20 p.m. on October 12, 2020. All full-time faculty who will be serving in an advising capacity are asked to attend.

20. Chairs were reminded to send a brief rationale to the Dean for approval if a faculty member is requesting a spring course be taught as "WB" when the course was not originally scheduled as "WB" and it appears in the schedule as "WH."

21. Other business:
    a. Chairs were reminded that Canvas training is mandatory.
    b. University-wide graduation ceremony will be held virtually. There was discussion of possible options for a College graduation ceremony in the Mitchell Center arena. Chairs voted to have departmental-level events via Zoom.