

Arts & Sciences Chairs Meeting
Tuesday, April 27, 2021
9:00-10:30 am, via Zoom
Meeting Minutes

In attendance: Jose Alamillo, Sean Anderson, Dana Baker, Frank Barajas, Geoff Buhl, Stephen Clark, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Andrea Grove, Kimmy Kee-Rose, Liz King, Lynette Landry, Brad Monsma, Christina Smith, Michael Soltys, Vandana Kohli, Phil Hampton, Chanda Cunningham-Spence, Stephanie Guerrero

I. Discussion Items

Chair Position Descriptions (Dennis Downey, Professor of Sociology)

Professor Downey sought feedback from Chairs on a draft Chair position description that has been created for the Chairs Handbook. Chairs spoke to their concern that the list of roles does not realistically reflect the resources they are provided in order to complete all of the included items. Chairs advocated for removing items that were not relevant across programs. They also suggested separate lists for essential versus discretionary roles of a chair. Chairs asked where a department's mission statement might be included; Dean Kohli suggested that program by-laws may be an appropriate place to a mission statement. Other areas of question or concern from Chairs included program advisory committees, accreditation, Chair engagement in and time for scholarship, and program/relationship development.

Budget Reports

Dean Kohli announced that program budget reports will be distributed to Chairs with minor adjustments made to their allocated FTES and SFR targets. She encouraged Chairs to hold department-level conversations regarding the possibility of seeking 3 WTU units for Chairs to support their role in department management. She also spoke to the flexibility in spending non tenure-track faculty (NTTF) funds, which requires approval from the Dean. She cautioned Chairs that using NTTF funds for other purposes will require the program to make up their FTES/SFR targets elsewhere.

Annual Report Template

AD Hampton reviewed changes made to the Annual Report template based on Chair/program feedback. He and Dean Kohli asked for a formal approval for the document for the programs that have agreed to pilot it in Fall 2021. Some Chairs voiced concern over the speed of moving this forward, to which the Dean clarified that the Annual Report completion will not be implemented this academic year. The Council agreed to pass the current template as a pilot version and to re-evaluate it in the fall based on the experience of programs who agreed to complete it in the current iteration.

II. Chairs' Items

Chair Reporting – Clery Act

Chairs were frustrated by the lack of clarity in the communication regarding the process of reporting and identifying faculty CSA's. There was a lot of confusion surrounding what kind of activities fall into this category and what should be reported and that there was little clarification

found on the university website. Chairs asked for more guidance regarding what CSA's are, as many faculty are unaware of this terminology. Manager of Academic Resources (MAR) Cunningham-Spence agreed to seek more information and will report back to Chairs.