

Unapproved Minutes
Chairs' Meeting via Zoom
Thursday, June 24, 2021

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

Absent: Dr. Jason Coym

Guests: Dr. Alexandra Stenson, Chemistry; MAJ. Brigg Sturgis, Interim Chair for Military Science; LTC. Clifford Franklin, Interim Chair for Air Force Studies

1. The minutes of the February 18, 2021, Chairs' Meeting were approved.
2. The budget update as of May 31, 2021 was reviewed by Dr. Wierzbicki (See handouts). The Departments have around \$2.5 million in reserve accounts. That is roughly \$231,067 more than this time last year. This can be attributed to the lack of travel due to travel restrictions. There were still some discrepancies in a few departments' operating budgets. This is still in the process of being fixed. Student fees have decreased to \$548,336.00 due to purchases made to benefit our students.
3. Dr. Wierzbicki discussed the summer 2021 enrollment (See handouts). The summer headcount enrollment for the university has decreased by 4.13% compared to last summer. Arts and Sciences headcount enrollment decreased by 12.79%. Graduate increased by 15.18%. Undergraduate credit hours dropped by 18.16% and graduate credit hours increased by 1.65%. Final enrollment for Arts and Sciences decreased by 9.87%. Final credit hour production for Arts and Sciences decreased by 17.20%.
4. Dr. Wierzbicki explained that the fall semester classes will return to regular pre-pandemic class schedules with a plan in place in case things change. Full-time faculty must teach at least one face-to-face class on campus. The projected enrollment of freshman is optimistic. Dr. Loomis mentioned that the sophomore rate of enrollment is looking rather well. However, the junior and senior enrollment rates have declined.
5. The Academic Affairs New Faculty Orientation will be held August 16, 2021, from 11:00-a.m. – 1:00 p.m. It will be held on campus at the Student Center Terrace and also online. Dr. Wierzbicki asked the Chairs to please remember to remind all of their new faculty members that the orientation is mandatory.
6. Dr. Wierzbicki went over external funding in the college. 23 grants have been awarded YTD as opposed to 29 granted last year. There have been 71 grant proposals this year compared to 53 last year. Arts and Sciences' funding YTD is \$1,520,875.00. That is a \$1,725,020.00 drop compared to last year's funding of \$3,245,893.00. He stated that there is a plan in place and that there is no need to worry about the decrease in this year's funding. There is \$5,584,574.00 anticipated for new funding and 1,539,341.00 expected for grant renewal. That makes an expected total of \$8,644,793.00 in funding for this fiscal year. Collectively over time, the college has over \$18,000,000.00 in support of research that is underway.
7. Dr. Wierzbicki spoke about reporting the termination of an employee. Human Resources asks that an Employee Separation DocRoute Form is submitted within 24 hours of receiving notice of an employee's separation or transfer, including student employees.
8. Dr. Wierzbicki reminded the Chairs that the annual staff performance evaluations are to be submitted to the Dean's office by July 30, 2021.
9. Dr. Wierzbicki discussed the ILC Symbiosis Course Redesign. He asked that the Chairs notify Dr. Coleman if their department would like to participate by July 1, 2021.

10. Dr. Wierzbicki went over the Comprehensive Review of Chairs. The Dean will organize a comprehensive review of the Department Chair to be held by a committee, that will include faculty and other stakeholders, every five years. The review will generally be conducted during the fifth year from the date of the Chair's initial appointment and every five years thereafter. The comprehensive review will occur in lieu of the annual review for that year.
11. Funding for faculty searches was discussed. Dr. Wierzbicki stated that Academic Affairs no longer pays 50% of the search costs. He then asked the Chairs for their comments on the matter. The consensus was that there is still a greater value in bringing candidates to campus during a search.
12. Dr. Coleman discussed the 2021-2022 Academic Program Review (See handout). The programs being reviewed are Anthropology, B.A.; History, B.A.; History, M.A.; Modern and Classical Languages and Literature, B.A.; Psychology, B.A.; Psychology, M.S. He will set up meetings with the Chairs to go over the expectations of the program reviews after meeting with Dr. Angela Coleman.
13. Dr. Coleman went over the Annual Assessment. He asked Chairs to submit their departments' information into TracDat by Wednesday, September 1, 2021. He will send out this year's annual reports soon.
14. Dr. Loomis spoke about the academic plan for reopening campus for fall 2021 (See handout). He mentioned that there has been a change made regarding visitors. Dr. Wierzbicki will forward the information to the Chairs. He stated that everyone should be open to the possibility of various restrictions being re-added.
15. Dr. Loomis reminded the Chairs to let him know if their department would be interested in hosting a tailgate for this upcoming football season (See handout).
16. Alumni weekend will be held on October 1-2, 2021. Dr. Loomis mentioned that it is still possible to add events to the agenda for Friday, October 1st.
17. Dr. Loomis stated that the time frame for the department open houses during Fall Convocation on August 16, 2021, has been changed from 12:00 - 3:00 pm to 1:00 – 3:00 pm (See handout). This is so that it doesn't overlap with lunch. He also asked the Chairs to be prepared to receive freshman and sophomores and be available to give tours, etc. during convocation. He then spoke about various campaigns to regain non-returning juniors and seniors. Each Chair is asked to handwrite messages on postcards to send to their non-returning junior and senior students as part of the postcard campaign in July.
18. Dr. Loomis explained the issue with external business links on university websites (See handout). The university's attorney's office has asked that all faculty with business links on the school website to remove the links.
19. The Arts and Sciences new faculty orientation will be held via Zoom at 6:00 p.m. on Tuesday, August 17, 2021. Dr. Loomis asked the Chairs to email him the names of all of their department's new full and part-time faculty members so that he can send them the Zoom invitation a day or two before the event.
20. Dr. Loomis reminded the Chairs that their faculty members are to submit sabbatical proposals to them by September 15, 2021 (See handout). The eligibility requirements are included on the handout. Chairs are to submit impact statements to the Dean which include cost and coverage for the proposed sabbaticals.
21. Dr. Loomis discussed tenure and promotion for 2021-2022 (See handout). There are new deadlines to be considered. He stated that the eligibility letters have not yet been sent out but he predicts that they will be sent out in July. He asked the Chairs to start seeking external reviewers as early as possible to cut down the risk of not having enough reviewers.
22. Dr. Loomis asked the Chairs to remind their faculty advisors that there is only one art studio course that meets the Area II requirement, which is ARS 101 (See handout). Students who have already been advised to take one of the

other art studio courses will be grandfathered in and the credit will be accepted. However, please ask your faculty to refrain from advising into those courses to meet the requirement going forward.

23. The summer orientation was discussed. Regular orientation sessions will run throughout June and July 2021. Dr. Crystal Thomas will be facilitating orientations for Arts and Sciences. There will be no advising during these orientation sessions. It will still be done remotely. He then announced that fall preview days will be October 18 and 25, 2021 and that the tentative date for USA Day is set for November 13, 2021.

24. There was no other business.