



AGENDA & MINUTES
Department Chairs & Program Coordinators Meeting
Tuesday, January 26, 2021
12:30pm – 1:45pm
Dean Cavanaugh's Webex Room

NOTE: These minutes were taken by Kaitlyn Harrington on January 26th, then approved by Dean Cavanaugh and distributed by Kaitlyn Harrington to all 2020-21 Department Chairs and Program Coordinators on January 29th.

MEETING TIME: 12:32pm – 1:22pm (50mins)

ATTENDANCE:

The following colleagues were present: Vidhu Aggarwal, Barry Allen, Amy Armenia, Dexter Boniface, Shan-Estelle Brown, Sharon Carnahan, Jennifer Cavanaugh, Nancy Chick, Denise Cummings, Alice Davidson, Hannah Ewing, Bobby Fokidis, Matthew Forsythe, Elke Framson, Todd French, Marisa Fuse, Robin Gerchman, Zackary Gilmore, Kevin Griffin, Kaitlyn Harrington, Stephanie Henning, Scott Hewit, Toni Holbrook, Ashley Kistler, Nolan Kline, Susan Libby, Lee Lines, Jenn Manak, Hesham Mesbah, Susan Montgomery, Anne Murdaugh, Ryan Musgrave, Rachel Newcomb, Matt Nichter, Nancy Niles, Derrick Paladino, James Patrone, Tim Pett, Kasandra Riley, Dawn Roe, Scott Rubarth, John Sinclair, Anne Stone, Kathryn Sutherland, Zeynep Teymuroglu, Lisa Tillmann, Patricia Tome, Martina Vidovic, Tonia Warnecke, Jie Yu

The following colleagues were not present: Martha Cheng, Whitney Coyle, Don Davison, Joan Davison, Marc Fetscherin, Yudit Greenberg, Emmanuel Kodzi, Philip Kozel, Jana Mathews, Margaret McLaren, Dan Myers, Alberto Prieto-Calixto, Claire Strom (*sent a representative*), Robert Vander Poppen, Li Wei, Debra Wellman

TOPICS:

- I. **Welcome**
- II. **Academic Program Assessment Process for 2020-21**
Toni Holbrook, *Assistant Provost for Institutional Effectiveness*
 - a. The College is currently in its final interim and the report is going well, thanks to everyone's hard work
 - b. Next evaluation will be in another five years, but departments and programs should still assess one outcome for 2020-21 via Xitracs by June 15th
 - i. Toni Holbrook (Assistant Provost for Institutional Effectiveness) to send an email to all Chairs and Coordinators with more information
 - c. Let Toni know if senior surveys (which have been successful) are deployed this semester

III. **Registration Check-In**

- a. Suggestions for successful schedule planning:
 - i. Adding “priority to majors/minors” in course descriptions
 - ii. Strategically lowering class sizes to better prioritize and manage the waitlist will ensure majors/minors are enrolled in the classes they need
 - iii. More communication across departments/programs about the appropriate elective courses to offer to majors/minors during advising
 - iv. Plan for an entering class of 550 students
- b. Courses are more full than normal due to the decreased number of courses being offered and the hiatus of Health & Wellness
- c. Ashley Kistler (Associate Dean of Advising) to follow-up with Faculty Governance and Curricular Optimization Task Force re: course caps
- d. Stephanie Henning (Registrar) to follow-up with IT re: Chairs and Coordinators having access to their department/program’s waitlists
- e. Kevin Griffin (Chair of Theatre & Dance) to follow-up with Registrar’s Office to confirm face-to-face students enrolled in production courses

IV. **Update on Course Releases, Vacancies, Curriculum Optimization Task Force, Etc.**

- a. **Course Releases**
 - i. Jennifer Cavenaugh (Dean of Faculty) suggested Chairs and Coordinators be conservative while planning the 2021-22 course schedule, since it is easier to remove courses than add new ones
 - ii. CLA Dean’s shared their thoughts with the President and Provost, and the Executive Committee is reviewing their proposal on Thursday (January 28th)
 - iii. Jenny to pass along several Chairs’ plea to bring back course releases for *Department* Chairs, with the following points made:
 - 1. Being elected an Endowed Chair is an award, while Department Chairs are actively working and serving in different ways
 - 2. Chairs feel like they “lost the lottery” for stepping up during a pandemic
 - 3. Chairs value time (course releases) more than money (stipends)
 - 4. Size of department should be considered as well
- b. **Vacancies**
 - i. No update at this time, but any department or program with a colleague going on sabbatical in 2021-22 is encouraged to ask for a Visiting Assistant Professor for 1-year
- c. **Curriculum Optimization Task Force**
 - i. This group is working on obtaining an 11.5:1 student to faculty ratio, which is fiscally feasible and increases faculty’s salaries
 - ii. Chairs and Coordinators are encouraged to share their concerns and/or suggestions for this group with their Divisional Reps, especially surrounding vacancies and course releases
 - iii. Ashley has revising the delayed declaration of major on her radar, but that is not part of the charge of the task force
- d. **Miscellaneous**
 - i. Dean’s Office will continue to advocate for the needs of departments/programs, and Chairs/Coordinators were asked to continue to be creative
 - ii. Jenny promises not to “call on you” unless necessary this semester