



AGENDA & MINUTES
Department Chairs Meeting
Tuesday, February 16, 2021
12:30pm – 1:45pm
Dean Cavanaugh's Webex Room

NOTE: These minutes were taken by Kaitlyn Harrington on February 16th. They were approved by Dean Cavanaugh and Assoc. Dean Kistler, then distributed to all 2020-21 Department Chairs and Program Coordinators by Kaitlyn Harrington on February 26th.

MEETING TIME: 12:33pm – 1:19pm (46mins)

ATTENDANCE:

The following colleagues were present: Vidhu Aggarwal, Amy Armenia, Sharon Carnahan, Jennifer Cavanaugh, Nancy Chick, Alice Davidson, Bobby Fokidis, Kevin Griffin, Kaitlyn Harrington, Ashley Kistler, Karla Knight, Susan Libby, Lee Lines, Jana Maskivker (*on behalf of Dexter Boniface*), Hesham Mesbah, Anne Murdaugh, Dan Myers, Rachel Newcomb, Nancy Niles, Derrick Paladino, Tim Pett, Dawn Roe, Scott Rubarth, John Sinclair, Claire Strom, Lisa Tillmann, Zeynep Teymuroglu, Patricia Tome, Martina Vidovic, Tonia Warnecke, Jie Yu

The following colleagues were not present: Dexter Boniface (*sent a representative*), Kasandra Riley

TOPICS:

- I. Welcome**
- II. Printing Budgets for 2021-22**
 - a. Academic Affairs' budgets for the 2021-22 academic year were due last week
 - b. Departmental budgets are not affected, except printing budgets being cut by 50% due to Canvas and other digital resources being at the forefront
 - i. This will potentially cause hardships for some departments like Global Languages & Cultures or Theatre & Dance
 - ii. Outsourcing print jobs, due to Print Services no longer being on-campus, is expensive
 - c. Though no final decision has been made on rollovers, Chairs should not count on any savings being "rolled over" from 2020-21 to 2021-22
 - d. Office of the Dean of the Faculty's budget has been cut significantly, so there will be no complimentary meals at meetings in 2021-22 and restoring faculty travel to full funding remains a top priority

- e. Adjunct requests for 2021-22 were approved

III. “Major Madness” Event

- a. Ashley is working with Janette Smith and members of the Registrar’s Office on this event
- b. The event’s goal is to encourage students to declare their majors sooner/on-time and create a new tradition for campus
- c. Colleagues will be passing out “I’m majorly into…” stickers to any student on Mills Lawn on Tuesday, March 9th and Thursday, March 11th
- d. Chairs to provide Ashley with locations for students’ photo op and a JPEG for virtual students to participate by Monday, March 1st
- e. Chairs are encouraged to host an optional, virtual event the week of March 8th to welcome students to the department and meet other students within the major
- f. The hope for post-COVID is to have a larger event on Mills Lawn, with additional department-specific celebrations and swag

IV. Strategies for Staffing General Education Courses

- a. Ashley thanked everyone for stepping up to staff general education courses for 2021-22
 - i. RCCs for the Fall 2021 semester are fully-staffed
 - ii. More rFLA courses still need to be staffed in the Fall 2021 semester, and especially the Spring 2022 semester
- b. rFLA Advisory Committee, composed of three members, began meeting to address the concerns Ashley collected during her visits to departmental meetings in the Fall 2020 semester
 - i. Working with the Curriculum Committee to ensure 100-level rFLA courses are reserved for students who need the credit, instead of students taking the course as an elective
- c. Chairs shared their strategies for successfully staffing general education courses:
 - i. Converting a 100-level RFLA course into an RCC
 - ii. Constructing a 4-year plan for what’s being offered by the department for major requirements, then a separate 2-year plan for what’s being offered by the department for major requirements, rFLA requirements, and electives
 - iii. Sharing which courses can be double counted
 - 1. Reminder that students can only do this once, so advertising it on the course schedule may cause confusion
 - iv. Asking what RCC, rFLA or Honors courses each person in the department intends on teaching
 - v. Reminding colleagues that teaching (at least) one service course is part of their appointment letter
 - 1. Divisions are not equally sized, so there is more pressure on smaller departments to teach more than one
 - vi. Strategizing which courses can serve a dual-purpose of counting as an elective and towards rFLA, for example
 - 1. rFLA Advisory Committee considering if we are reverting back to the “alphabet soup” model
 - vii. Prioritizing (in the following order): staffing the major, staffing RFLA, then staffing electives or courses of special interest

- d. The Mellon grant has been extended to 2021-22, so there will be more conversations to come either via Webex or in-person about the future of the general education program since this is a pilot until formally approved by full-time CLA faculty
- e. Stipends for RFLA will not be coming back, but hopeful that RCC stipends will return

V. Visiting Assistant Professor Searches

- a. Virtual platform and candidates teaching a course virtually is going well
- b. If a candidate of choice is local and the department would prefer an on-site meeting, please work with the Office of the Dean of the Faculty to schedule that safely
- c. Emailing Jenny when a sabbatical replacement VAP is needed to then get Provost's approval in an efficient manner is "the new standard"