

Chairs' Meeting  
Agenda  
Wednesday, May 13, 2020  
3:00 p.m., Virtually via Zoom

**NOTES**

Attendees: MJBradley, LGBryant, KBiondolillo, PFinnicum, JHenley, RTowery,

**New Business**

1. Summer and Fall 2020 Course Enrollment Lists – MJBradley discussed highlighted lists with chairs, requested that they review and make determinations about which courses would need to be closed, which will need a justification, etc. PFinnicum posed questions regarding Summer II. MJBradley requests that a combined spreadsheet containing all courses within the college be created and sent versus each department creating a separate one.
2. ADC Update
  - CR/NC – lengthy discussion among deans. May 28<sup>th</sup> is the deadline for seniors. August 21<sup>st</sup> for juniors, sophomores, freshmen. Decisions will be college specific
  - Budget – AUtter reiterated that we will begin new fiscal year in a deficit, dependent on CARES Act and enrollment.
  - Infrastructure – probably will not occur this year
  - Physical Plan Projects – will finish existing projects but not anticipating the beginning of any new ones.
  - Positions – AUtter reminded deans of no new positions, any new requests will be submitted to the chancellor for consideration and approval.
  - Salaries – No increases in salaries, except promotion.
  - Equity – AUtter will make decision this week and report next week.
  - Travel – Travel restrictions remain in place (no travel), No discretionary expenses.
  - Graduate Assistants – Not a lot, will fund with external grants, and for those needed for research.
  - Task Force – AUtter is chairing Continuity on Teaching and Learning – ideas on how we can institute hybrid programs
  - Fall Semester – Expect the use of a hybrid format in majority of courses. If a second pandemic peak occurs, we will go to complete online.
  - Classrooms – academics will have first priority on all classroom spaces on campus.
  - List of Classrooms and Capacity – capacity will need to be 30%.
  - Soft Opening – In a couple weeks, awaiting chancellor's announcement.
  - Low Enrollment – Colleges are requested to be ensure the review of course enrollment numbers. Reasons for
  - Fall Faculty Meeting – will focus on technical help for faculty during this pandemic and course delivery time.
  - PRT – Faculty can request an extension should they want to. MJBradley wanted all chairs to know that this option was available and requests that they ensure that their faculty is aware. Faculty should begin process with DPRT.

### 3. Department Updates

- a. HPESS – PFinnicum reported that 3 positions have been filled for the fall (2 SM/SA & 1 ES). The decision has been made by the university to close the HPESS pool permanently effective immediately.
- b. TE – RTowery reported that he is working with off campus programs to develop hybrid platforms. Hopes to complete room renovations which are already paid for but there seems to be some confusion there, wonders whether tech upgrades are included in cost or not.
- c. P&C – KBiondolillo posed the following,
  - What should summer office hours look like? The group agreed we would continue to hold six office hours distributed across several days of the week. They are to be handled virtually, but this time should be designated as a time when faculty member is available to zoom, face time, phone call etc., with students and advisees. They should be listed specifically as days and times. Faculty should be available during those days and times.
  - What's going on with approval of adjuncts? Turns out academic affairs and HR is not communicating well so there has been considerable confusion and significant delays in moving adjunct paperwork through. Hopefully this will improve.
  - Several calls have come into the office concerning student's inability to evaluate courses. Recall, the COEBS took the position to run evaluations to allow students to provide feedback – data are always a good thing. The data will not be used to punish faculty. The data will not be used for merit or PRT decisions unless the faculty wants them to be used. Cindy Bode will send eval opportunities out on 5/14.
- d. ELCSE – JHenley reported that the department was pleased with 3 new hires for the doctoral program. Also has a position in the works for instructor/program coordinator of MAT-SPED.

### 4. Other

- a. NSOs – LGBryant updated chairs on NSO and requested that chairs send their Zoom links.

### Deadlines:

#### May 8<sup>th</sup>

- Requisitions for items requiring quotation bids (*orders from \$20,000-\$74,999.99 and not on state contract*). (Purchases exceeding \$20,000 and less than \$74,999.99 in total cost, including freight charges, but excluding sales tax.)

#### June 12<sup>th</sup>

- Requisitions for small order items (orders \$20,000 or less) and all state contract items regardless of cost.  
\*On-Campus purchasing requisitions can be entered until June 19. (Printing Services, Sodexo, Parking Services, Facilities Managements, etc.)

#### June 19<sup>th</sup>

- Payment (Confirming) requisitions (paying invoices, registrations, memberships, etc.). This includes grant accounts, on-campus purchasing requisitions (Printing

Services Sodexo, Parking Services, Facilities Management, University Police,  
ITS.)