

College of Arts and Sciences  
Chair's Council  
December 10, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kruger, Latimer, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Tucker, Yousif, Wood

Absent: Clark, Seung

I. Approval of Minutes from November 19, 2019 – Approved as submitted

II. Announcements (Chris O.)

- Graduate Assistant requests are due in the Dean's Office on December 11<sup>th</sup>.
- Please send announcements for the CAS Faculty Bulletin to Chris F.
- Besides the Night at the Museum, please let Chris O. know if there are events you want to feature in a scaled down version of the Community Semester.
- If you have Live TVs in your building, please contact Martin C. and copy Chris O. with an update of current content and what you would like to have on the TVs.
- Dennis B. mentioned that syllabi are due to the State Transfer Library next week. Tami Nicholson has sent syllabi to several of you from other universities for department approval.
- Dennis B. reported that his office has started using the Talisma tool for petitions. Some of you have been getting emails asking if you approve of petitions. The emails will come from Arts and Sciences instead of Roxanne. Please respond to those emails with a yes or a no, there is no need to go into detail. Darlene H. noted that one drawback with Talisma is that it sends petitions that the chairs submitted themselves whereas Roxanne would exclude them so there wasn't a duplicate email.

III. Budget and Schedules, 2020-2021 (Chris O.)

- Please contact Chris O. before sharing budget items with your faculty. The projections for fall 2020 remain up. December applications and admissions have improved from October and November numbers.
- The S&E budgets (at this point) are not involved in the budget discussions. Travel and Student Wages will be off the board for cuts this year. Travel will be distributed on the same formula but there may be a different way of distributing those funds. Lastly, funding for data lines (phone lines) will not be cut.
- We can anticipate cuts to instructional budget.
- For now, there will be very few, if any, regular faculty searches for CAS.
- Steve S. asked what we are doing to avoid cancelation of sabbaticals. Chris O. responded that the provost is leaving it up to the deans to decide status of sabbaticals, and noted that we have always redistributed service and advising, so it's really about covering the teaching load. There are basically three options: more classes, more students, short-term (one-time) department funds.
- Academic Affairs will not sweep or tax Carry Forward funds (or there has been no indication of that) but CAS will continue its tax.
- Summer schedules plans will need to be adjusted to address the decline in summer enrollment. Dennis B. will contact chairpersons with a report that analyzes the enrollments over the past few summers to demonstrate the changes that need to be made this summer.

IV. Your Items for Discussion

- N/A

Next Meeting: Tuesday, January 7, 2020