

Unapproved Minutes
Chairs' Meeting via Zoom
Thursday, February 18, 2021

In Attendance: Dr. Kimball, Dr. Sherman, Ms. Fitzsimmons, Dr. Coym, Dr. Ward, Dr. Tatlar, Dr. Dugton, Dr. Messenger, Dr. Mulekar, Dr. ter Horst, Dr. Moore, Dr. Meeke, Dr. Powers, Dr. Sanders, Dr. Habel, Dr. Shelley, Dr. Tremblay, Dr. Hanks, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Absent: None

Guests: Mr. Christopher Hanser, Chief Compliance Officer; Dr. Raj Chaudhury, Executive Director, Innovation in Learning; MAJ Brigg Sturgis, Military Science; LTC. Clifford Franklin, Air Force Studies

1. The minutes of the December 8, 2020, Chairs' Meeting were approved.
2. Mr. Chris Hanser discussed Conflict of Interest. Dr. Wierzbicki introduced the subject by stating that the policy has been updated by implementing an electronic system to disclose conflict of interest and an external professional activity disclosure. Chairs play a role in completing and certifying disclosures and approving/disapproving conflict management resolutions. The conflict disclosure submissions are due by March 11, 2021 and the complete review of the disclosures are due by April 2021. Mr. Hansen explained how the chairs can access and submit disclosures and answered questions.
3. Dr. Raj Chaudhury discussed Start South and Early College. He announced that the Strategic Course Design mini course (March Madness) will be held March 26th, 2021 and that the Conference on Teaching and Learning will be held on May 12, 2021. Regarding Start South, he began by thanking everyone who offered their courses and faculty for the dual enrollment courses. He stated that the LC would like to gauge what courses can be offered and to try to get MCPSS to commit students to take the courses as early as possible. In the summer, the early college courses will be an option (100-200 level that offer general college credit that should transfer to most four-year colleges). The LC plan to put together a portfolio of about six to eight courses to present to the schools. The Start South coordinator, Alice Abernathy, will be the contact person to get information to the schools. The cost to the student will be \$500 for a 3-credit course. Books will be an additional expense. The courses that will be offered will be those that are already slated for USA students so as not to require additional resources for faculty members and will use the blended format. Dr. Chaudhury then discussed the shift/management of remote instruction. Phase two of the "lecture-capture" rollout has started. They are up to ten rooms currently. He has started collecting information on additional rooms that were not on the initial list of rooms for lecture-capture equipment. Chairs were asked to send in requests within the next seven days to Dr. Coleman regarding classrooms needing technology enhancements. A consultant will walk through the rooms to make sure everything has been setup properly. (.)8.3 -(e)-7 R (9a)-3.2 (n)]TJ (c)0(d)-1.5 0Tw 2.

in student fees. The Dean urged Chairs to use the student fees according to their designation. The second portion of the foundation money for travel has not yet been transferred to the College. Once received, the A&S Departments will get these funds for travel. Supplemental funds have been transferred to departmental accounts for the Chairs to manage departmental needs and/or travel needs.

6. Dr. Wierzbicki discussed the COVID Student Survey. Only 14% responded (about 1,000 students) regarding the conversion to online courses due to COVID and the expectations from the student body. Students would like to return to a sense of normalcy as soon as possible with campus life-experiences and regular, in-person classes.

13. A program review reminder was given by Dr. Coleman. The Office of Institutional Effectiveness wants significant student feedback about student learning and plans to improve student performance. Anthropology, Chemistry, History (B.A. and M.A.), Modern and Classical Languages and Literature, and Psychology (B.A. and M.S.) will be undergoing program review next fall. Dara Mia Braswell will have orientation meetings with all of the Chairs this summer concerning program review for next year. If Chairs would like to meet with her sooner, let her know. External reviews must be completed by May 2021. Reviewers are compensated by the Dean's office.
14. Dr. Coleman gave an assessment update. Braswell has gone through the assessment results from last fall and has identified the changes that need to be made. Dr. Coleman told Chairs that he has a summary of changes recommended for each department. Changes are to be made by March 4, 2021.
15. Dr. Coleman discussed the online employee annual fund campaign. Everyone should have received an email from the Development Office. Options for contributions can be selected online as payroll deduction, credit card, or a check. He asked Chairs to assist their department's representative by reminding faculty that there will be no envelopes for donation. This is a great opportunity for faculty, staff, and retirees to support scholarships or to create new scholarships. The Mitchell-Moulton Scholarship Initiative is still matching scholarships contributions dollar for dollar. The deadline is March 24, 2021.
16. Dr. Coleman discussed the Faculty Activity Report. He reminded Chairs that they are to create the narrative for the Faculty Activity Report (FAR) and that the report is due by the end of the fiscal year. He also reminded Chairs that the report is due by the end of the fiscal year. He also reminded Chairs that the report is due by the end of the fiscal year.

bringing in guest speakers which may, or may not, support individual faculty development. He asked if the chairs thought that SDA should be rewritten to be focused on individual faculty projects, or if they are comfortable having department colloquia, for example being the kind of event that can also be supported by the SDA. The Chairs supported the inclusion of the latter into the SDA criteria, provided that the research activities of one or more faculty members in the department