

**CAS Faculty Council Meeting Minutes**  
**January 22, 2020**

4:00 pm Electronic Meeting through Zoom

In attendance: Drew Delaney, Jackie Gallagher (secretary), Helen Housley, Larry Lehman, Miriam Liss, Laura Mentore (Vice President), Sarah Morealli, Angela Pitts (President), Gregg Stull. Visiting: Keith Mellinger.

A. Dean's report and agenda to department chairs (see attachment)

B. Chair's report

Angela described highlights from Provost's retreat

1. Reorganization in physics & chemistry – one department plus a director of physics programs, an external hire. Still two separate degrees. Is a response to the very small number of faculty in physics; hard to run a department with only 3 faculty.
2. Retirement of John Morello – Kevin Caffrey and software for curriculum; A new external hire budget officer; and for academic programs some by Tim O'Donnell and some a new Assistant Provost who would report to Tim, to be an internal hire. Increasing demand for us to accommodate non-traditional students.
3. Student demographic changes: recruiting from community colleges, declining numbers and so on. Important for all to be aware that things will change and maybe we should consider what we can do to attract them...

C. Old Business

1. Discussion of Revisions to Appendix F of the Faculty Handbook (see attachment)

The ad hoc committee put forward suggested revisions to Appendix F – some are editorial, others substantial. A summary was provided, below. Discussion of each item followed by a vote, with decisions in red text.

1. Change all language pertaining to "President" to "Chair" and all language pertaining to "Vice-President" to "Vice-Chair"; and all language of "instructor" to "Senior Lecturer"  
**Approved.**
2. F.3.2.1-8: change from "to review" to "to review and approve" proposals from the Curriculum Committee for changes to the curriculum and its programs. **Approved.**
3. \*\*F.3.3: Change from the meeting will typically meet briefly before the UFC meeting to "one week before": OR, do we want to change this to something like, "as need arises due to business." **It was decided to recommend change of text to our current practice, which is one week before, but also to allow the possibility of no meeting being necessary. So, "one week before or as need arises due to business." Approved.**

Also: ADD: Meetings may take place in person or online, depending on the nature of the committee business and agreement of CASFC members. **This was voted down: preference to just use virtual meetings rather than potentially introduce more legislation by writing them into the handbook.**

Also: Chair will provide complete agenda to all CAS faculty at least three days (strike “one week”) in advance. **Approved.**

Also: add: meeting minutes may be approved online in the event that a CAS FC meeting is conducted electronically. **Approved.**

4. F.4.1: Question: “no member may serve as chair for more than two years during any single term of service.” **Not approved. It was decided that no change is necessary: A normal term is three years, and most would not be chair in first year.**

Also: are the University Archives really in use? All of it is now available electronically. Do we need that statement? **We do not think that archives are in use, but that minutes are posted online. Add to the document that the Chair and Secretary should make sure that minutes are posted online.**

5. F.5.4: Sarah proposes adding: “Appoint or elect CAS representatives to any body requested by the University President.” **No change made; it seems that all of section F.5 is out of the purview of CAS FC (should be UFOC). Angela will ask Anand.**

We did not get to the following items: many of us had meetings immediately after this one.

2. Discussion of Electronic Meetings (ad hoc committee on electronic meetings)  
Ad hoc committee will work on creating “Best Practices” document for all e-meetings.
3. Discussion of proposed recommendations for revisions to faculty governance and process

#### D. New Business

1. Request for review of policy regarding course evaluations for tenured faculty

Our next scheduled meeting is Wednesday February 19.

Moved to adjourn at 4:45 pm.