CAS Department Chairs & Program Directors Meeting

Monday, April 1, 2024

4:00 pm, CRUC 315

Notes

**In attendance:** Keith Mellinger, Betsy Lewis, Jodie Hayob, Karen Anewalt, Marcel Rotter, Melina Patterson, Grant Woodwell, Zach Whalen, Laura Mentore, Joe Romero, Brooks Kuykendall, Dianne Baker, Greg Stull, Jonathan Levin, Kate Haffey, Anand Rao, Don Lee, Miriam Liss, Amy Jessee, Claudine Ferrell, Kelli Slunt, Rosalyn Cooperman, Julius Esunge, Jon McMillan

I. Updates and Resources from the Office of University Communications - Welcome Amy Jessee

 A. Events and Publicity

 1. **The online calenda**r <https://at.umw.edu>. Scroll down to submit an event.

 2. **The EagleVision** digital screens at <https://forms.office.com/r/RGRW8pP8fD> or

or contact Communications at communications@umw.edu

 B. Emails and Newsletters

 1. **The SAE Weekly Newsletter** for students is a weekly newsletter published on Mondays. <https://umw.presence.io/form/sae-weekly-newsletter-submission>.

2. **EagleEye** newsletter for employees is published every other Thursday. <https://eagleeye.umw.edu/>

3. **Campus broadcast emails** are messages to all employees and/or students that is of an official nature.

C. News and Public Relations

1. **News releases** are reserved for major university announcements, speaker series, senior stories, student success grant awards, local or statewide partnerships, etc…

2. **Event announcements and media pitches** can be a better alternative to traditional news releases. More effective and efficient.

3. **Faculty experts** are featured monthly on *With Good Reason* through Virginia Humanities. Each faculty member can maintain and update their information in Expert File, <https://www.umw.edu/directory/experts/>

a. faculty experts can respond directly to media contacts about their areas of expertise. Must be directly related to their field of study.

 b. If you would like media training or need assistance, please contact the Communications Office

 c. Faculty or staff should refer reporters to the University Communicaitons Office when ask to comment or provide information on a University issue.

Discussion:

* If we are happy with the content of our department page, can we keep it after the webpages are upgraded?

Amy Jessee: Yes. The best way to do this is to make sure that all the information in your webpage is up to date.

* There are some adjuncts who haven’t been receiving the university wide emails.

Amy Jessee: I will make sure that the email list is up to date.

D. University Website & Digital Communications

1. New search tool for areas of study, <https://www.umw.edu/study>

a. primary landing page for prospective students

b. Will work with academic departments this Summer to update the department webpages and Wordpress Editor.

c. Reach out to the web team at webmaster@umw.edu if you have any questions

II. SB 1280 – internships for all

A. Our position is that all students already satisfy this initiative through the “Beyond Mary Wash” requirement.

B. Can put URES on all student transcripts with 0 credit hours.

C. Only complication might be study abroad

Discussion:

* Concerned about cap of two courses or six credit hours for URES

Keith Mellinger: That is an Academic Affairs Committee matter

III. Update on potential searches

A. Waiting on approval from the Provost to start gathering requests for tenure-track faculty positions.

B. Chairs will submit a request to initiate a search during the 2024-25 academic year to Dean Mellinger

IV. Updates on buildings

A. Monroe Hall

1. Roof will have to be entirely reconstructed.

2. Doubtful that it will be ready by this Fall

3. Registrar’s office is working on finding space for all classes currently scheduled in Monroe

B. George Washington Hall

1. Some folks have reported a plan to reopen later this month. That seems very optimistic.

2. There is enough money from the state to complete repairs on both buildings.

C. New Theater

1. We will soon be in the “value engineering” phase

2. Could demolish residence halls from site this Summer, but it will probably be next Summer

3. President Paino is addressing community concerns over clearing of trees and construction noise at “town and gown” meeting

Discussion:

* Is there any way to accommodate requests from faculty having classes who have their classes moved out of Monroe Hall this Fall?

Keith Mellinger: We will be working with the Registrar on this

* Shouldn’t registration for Fall be paused while new classrooms are found for classes?

Keith Mellinger: There is no way to do that. It would cause more problems.

V. Updates on Reorganization timeline

A. SCHEV processes

1. A formal memo informing SCHEV of plan has been submitted

2. Waiting for a response from SCHEV – there is a meeting scheduled next week

B. Updates on leadership transitions next year

1. We will create the job description for school directors in the Fall and identify candidates through an internal search

2. New organization will probably be put in place completely in Fall 2025

VI. Mary Wash Day

A. “Mary Wash Day” is Thursday, April 4th.

B. Used to be called “Giving Day”

C. Please promote your programs!

D. Jack Kramer is matching donations to anything in CAS with a contribution to the endowment

VII. Updates on Research and Creativity Day – Betsy Lewis

A. Research and Creativity Day Symposium is schedule for April 26th

B. Poster presentations can be submitted online at umwrcd.net

1. Poster presentations will be archived by the library

2. Need 1 or 2 seniors from each department to be featured on social media. Contact Amy Jessee

VIII. Concerns about faculty governance – Janet Asper (not present)

A. Concern that there is a lack of involvement from faculty.

B. Hope that new organization will resolve many issues and encourage faculty involvement.

C. Committee has been formed to revise the Faculty Handbook this Summer

Discussion:

* There is data that only about 40% of faculty are active in the voting system.

IX. Other announcements/items?

Discussion:

* Concerned about the fact that there may be no funds for undergraduate research and faculty development supplemental grants after next year.

Keith Mellinger: While we should all be concerned, there is time to address the challenges. We should be good for another year.