

**College of Arts and Humanities Chair Council Meeting
Wednesday, 5.12.2021 • 11am – 12:45pm • Zoom Meeting**

Facilitator: Jenn Brandt

I. Call to Order

II. Approval of Agenda & Minutes

- Agenda with amendments meeting minutes, motion to approve minutes. 1 abstention

III. Primary Business (11:00 – 11:20)

- Operating expenses- Including purchasing desks and chairs due to back and neck pain, microphones, web cams approved but, not furniture. Sustained return to work request for working in the office.
- The chairs request the needs of the department should be determined by the chair, not enough information about approved items to purchase, Admin and Finance policies and procedures ever changing, email shared of newly approved items after the council meeting.

CARE funding- Funds to be used to support continued distance learning environment.

A. Election for Chair Council Facilitator – Debbie Best named as the new council facilitator starting in the Fall

B. Election for University Council of Department Chairs and Program Coordinators
Ivonne will stay continue to serve on the committee.

C. Summer Council Meetings

- Proposed dates: 6/16 and 7/21

D. NSOs

- Faculty engagement activity designed to introduce academic inquiry and identity, dates shared with Chairs, compensation for faculty who attend
- Music NSO any student who have not auditioned at a disadvantage in assessing skills, transfer credits audits ready by NSO, 3 sections faculty engagement, college advisors, creating the schedule, memo forthcoming, \$250 for stipend, Chairs to be compensated only if they are not considered 12 months

IV. Discussion Items (11:30 – 12:45)

A. Staff Return to Campus

- 6 feet distance, air circulation upgraded in LCH, testing and self-assessments Ambassadors, ADA approved plan, begin to discuss with staff members their feelings and ideas about returning to campus

B. CAH Dean Search and Position Description

- Include statement about gender and racial equity

- Changed the language about overseeing curriculum development, but looks over the process
- Will continue to work on the description over the summer

V. Adjournment Time Certain: 12:45

Future Discussion Items

A. Process for TT Faculty Hires (June Meeting)

Council Principles:

1. Start on time and end on time.
2. Council is a participatory decision-making body.
3. All voices are heard, including dissenting ones.
4. When possible, “updates” and “information sharing” should happen in other venues.
5. Council members share responsibility, with the Dean bearing final responsibility.

Proposed Next Meeting: June 16, 2021