

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

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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)JTJ (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.



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