

Council of Academic Chairs
Central Connecticut State University
Report for AY 2018/19

The CAC met five times in AY 2018/19. All meetings were held in NC 204-01 (SEST Dean's Conference Room) and were convened by Doug Carter. Carlotta Parr served as Secretary for all five meetings; copies of the minutes are available from her.

13 Sept 2018 meeting

- 1) Election of officers. Doug Carter was re-elected as Chairperson and Carlotta Parr was re-elected as Secretary.
- 2) Glynis Fitzgerald (Dean, Graduate Studies) spoke about efforts to assist new faculty members. She also discussed the NECHE visiting team and the details of their upcoming visit on September 23-26, 2018.

6 December 2018 meeting

- 1) Joseph Farhat presented information on CoursEval and on the work done by a task force for online evaluations. Questions were raised about who will have access to these online evaluations. Another issue was related to online evaluations of classes which had fewer than 5 enrolled students.

21 March 2019 meeting

- 1) Marianne Fallon (Interim Associate Vice President for Academic Affairs – Planning and Resources; Provost's Office) presented and discussed the Instructional Review Excel Spreadsheet. It was explained to us that this document is for planning purposes and that it will give Deans a better idea of how many part-time faculty will be needed.
- 2) Marianne also discussed revisions to the Program Review Policy.

2 May 2019 meeting

- 1) Marianne Fallon attended the meeting to answer any follow-up questions regarding the Instructional Review Excel Spreadsheet, which was introduced at the last CAC meeting.
- 2) Joseph Farhat led a discussion on workload and expectations of chairs in the summer. Background information was shared regarding comments at the recent President's Luncheon with CLASS and SOB. At that meeting, some complaints and concerns were raised about the increasing workload for department chairs. President Toro indicated that she would be open to considering 12-month contracts for department chairs. Given the importance of this issue, the Council decided to have another meeting before the end of the semester (16 May 2019) to allow for more discussion. By this meeting date, SEST and SEPS will have also attended the President's Luncheon (10 May 2019).

16 May 2019 meeting

- 1) Discussion of chairperson compensation was continued from the last CAC meeting.
- 2) Anna Suski-Lenczewski (Chief Human Resources Officer) spoke to the Council about issues involving the clerical union and academic secretaries.

Submitted by Doug Carter (Biology Dept) on 23 May 2019.