

Eastern Michigan University  
College of Arts & Sciences  
College Advisory Council

Minutes

October 15, 2020 3:30 – 5:00 p.m.  
Virtual meeting via Zoom

Present: Henschen (PSci), Wilmes (CHEM), Dove (PSY), Ingram (Sci-DH), Britton (Math/Stat), Argeros (SAC), Higgins (H&P), Sheerin (P&A), Stype (ECON), Kindred (Chair, CMTA), Clark (G&G), Greenwald (BIO), Panja (COSC), Wannamaker (ENG), Jones (WGST), Pressley-Sanon (AAAS), Heller (Dean), Pernecky (AD), Garrido (WL), Murchison (Arts – DH), Molloy (A&D), Baker (AD), Johnson (M&D)

- I. Call to Order – Chair Jenny Kindred called the meeting to order at 3:32pm
- II. Approval of Minutes (September 24, 2020) – Motion to approve these minutes passed by a vote of 15-0-1
- III. Sub Committee Recommendations
  - Arts Report (October 8, 2020) – Jenny Kindred is still acting chair of the Arts committee until someone else is ready to take over as chair. Arts approved DTC 415 during this meeting. They also had visitors from Music and Dance regarding their numerous changes to almost their entire slate of courses and program, along with a couple of new courses, which were all approved. There were a few other approvals as well.  
We then discussed whether the Biology department would like to review the Dance Anatomy course that was proposed, and the Biology representative suggested that this course does not overlap enough with any courses in Biology to be a concern. There was a motion to approve the Arts report and that motion passed by a vote of 17-0-0.
  - Sciences Report (October 8, 2020) – Sciences approved the slate of their proposals from Polymers and Coatings, ENVI, and Psychology and discussed some other relevant issues related to Curriculum, Zoom courses, and Covid safety in the classroom. There was a motion to approve this report and this passed by a vote of 17-0-0.
- IV. URSLC Elections: SRA committee vacancies: one Arts, one Sciences (one year, 2020-21)  
  
There was one nomination from Arts for the open SRA position, Denise Reiling from SAC. There was also one nomination from Sciences for the open SRA position, Larry Kolopajlo from Chemistry.  
There was then a motion to approve those two nominees by acclamation.
- V. Discussion Item: CAS Budget Committee Update/Summer Budget – Budget committee has met three times in the last month and a half. Dean Pernecky has provided a lot of data to this committee. The subcommittee has been discussing the principles that would be used to allocate budget if the budget stays the same or if budget increases in the coming months. He would like this to be an ongoing conversation with full CAC as well.

Several years ago, there had been a budget model in place for many years. This model was based upon five year student credit hour production. This model was then changed to consider course format – lectures, natural sciences/labs, and studio courses. Departments were hitting the targets pretty well in the summer due to an uptick in students who could again use the Pell grants in the summer as of a couple of summers ago. Since then, departmental budget allocation has not changed much. 2020 has been a unique year, however. Some of the Summer A courses were moved to Summer B for various reasons. Dean Pernecky would like to offer about the same amount of sections this coming summer as we did in the previous summer. The question is, though, should the budget be reallocated for the upcoming terms? There are many sub-questions that also arise out of these considerations.

Melissa Jones then shared some recommendations regarding increasing summer enrollment coming out of the Summer Enrollment Task Force, which was convened in October 2019. The union chose the representatives of this task force, which includes administration and faculty both. This task force was looking for ways Eastern could “do summer better.” One of the findings from this task force was that students who are enrolled in the summer tend to stay enrolled in Fall and Winter, thereby lessening attrition.

There is a document that outlines the further recommendations from this task force, but a summary follows. The first recommendation from this task force was regarding scheduling imbalances and inconsistencies – most classes tended to be scheduled in Summer A as compared to Summer B, and there was a recommendation that this should be better balanced. The second recommendation regarded an expansion of offerings of courses across multiple formats - online, hybrid and face to face, and also, courses should be distributed across time slots - morning, afternoon, and night. Online courses have tended to enjoy better enrollments in prior summers, however. The third recommendation had to do with making sure that prerequisite courses are offered in an order that make sense and follows the sequences that are dictated by programs. Jim Sheerin noted that, because of that, balancing between Summer A and B might not be possible across all departments. There was then a question regarding whether workload can be changed such that part of our regular workload is in summer, especially when certain courses have to be taught in the summer. Dean Pernecky suggested that this might be possible, but that faculty member’s load may need to be backfilled in fall and winter if a gap is left. The fourth recommendation was that departments and schools use the wait list feature so that data on student interest for a course or courses can be gathered.

The fifth recommendation from the task force was that departments figure out how to manage the rotation when they know classes will fill, but the faculty who are “up” in the rotation are not qualified to teach those courses. The sixth recommendation is that we all make sure what we tell students is what is reflected in the course catalog. What does your program map look like? This will ensure students get consistent information across sources regarding what their next steps toward a degree need to be.

Budget committee would also like to get a better handle on the revenue side of this as well. What is the benefit to the university of offering a course? We are often running courses without much revenue consideration. Dean Pernecky suggested that more fully considering the revenue vs. the expense for courses might be a better model going forward. There has also been an issue that when classes that are “skipped” one summer, it causes downward spirals in future summers for that course (it is difficult to get it back onto the books, so to

speak) and, subsequently, student credit hour production. It was noted that faculty have right of first refusal for summer courses, but if faculty do not want them, we should offer courses that would still fill to lecturers. Being cognizant of what we are offering, who can teach the offerings, and course sequencing will be instrumental moving forward.

- VI. Dean's Remarks – At the beginning of the meeting, Dean Heller discussed the progress on faculty lines and searches. She announced that CAS got ten faculty lines approved for hire for 2020-2021. Dean Heller is excited about this – the Provost understood that the usual four or five we have been getting was not going to fulfill all of the needs we have in the college. She then explained that our position requests also went through Faculty Senate executive board, who ranked our requests the highest of all of the colleges because our data lined up the most strongly with our requests. She then let us know what ten positions we will be hiring for this year. In another month or so, we will be starting the process all over again for the following academic year. She estimates that there will be 12-20 positions approved across the university. In conclusion, she thanked Jenny, Jim, and Annette for all of their work and deliberation on the proposals. Jim Sheerin then told us that Provost Longworth announced yesterday that she approved 23 positions campus wide, and may increase that to 25. There were some clarifications then made regarding the unranked positions from Economics and Math, which may be important moving forward into the next round of position requests.

There was a motion to correct the list of unranked positions to include the one from Economics that was inadvertently left off and that motion passed by a vote of 17-0-0.

At the end of the meeting, Dean Baker discussed three things with us. There was a student recruitment event on the 7<sup>th</sup> but it did not go particularly well and admissions apologized for their snafus regarding this event. The admissions office is going to continue to better these events and figure out how to host these events online. The second issue is one of assessment – how do we know how well students are learning online? We need to think in our departments about how to best assess online learning outcomes within our specific disciplines, although Dean Baker is not going to push for formality in this area. The third concern is regarding how we can best support students during and after the election. For some, it is a scary time full of turmoil. We need to be mindful of how we can address these feelings and support students during this time.

Next meeting, Steve Pernecky will address how to cover continued budget shortfalls in particular areas. He has some ideas regarding how budget shortfalls may work in Winter 2021.

- VII. Chair's Remarks: None
- VIII. Faculty Remarks: None
- IX. Adjourn – Meeting was adjourned at 5:00pm by Chair Kindred

Meeting minutes were respectfully submitted by Natalie Dove, CAC Secretary for 2020-2021