

Minutes of 23 November 2020

Members: David Armstrong, Josh Burk (co-chair), Sarah Day (co-chair), Maria Donoghue Velleca (Dean), Catherine Levesque (scribe), Jack Martin , Peter McHenry

5:00 Meeting held on Zoom: <https://cwm.zoom.us/j/99033978354>

1) Approval of the minutes—the minutes were approved

2) Updates from Maria

Maria updated the committee on new NTE contracts for existing NTEs.

3) Dec FAS meeting agenda

Sarah shared the proposed agenda for the 1 December Arts and Sciences Meeting. She pointed out that it was a very full agenda. Josh (and subsequently David) noted that several of the last items had been covered not too long ago in the last A & S meeting and could be omitted. It was agreed that this change would provide flexibility and ensure Rowan Lockwood time to allow for likely questions on her White Paper on Teaching Evaluation.

4) FAC meeting schedule in Dec and Jan

Josh suggested blocking off December 8, 15 and January 12, 19 for possible FAC meetings.

5) Teaching buddy system

The committee was agreed that a buddy system or at least a rational way of ensuring that the courses of faculty unable to teach for any reason (including but going beyond COVID) could be covered from within the affected department. Suggestions included chairs listing a replacement faculty member for each course, chairs keeping a list of faculty willing to do replacement duty, or chairs having a provisional list of possible replacement faculty for each course. It was also suggested that each faculty member list colleagues able and willing to take over a class as a teaching assistant for that course on Blackboard. Maria noted that the requirement for chairs to provide a plan for teaching replacement be added to the A&S manual. Cathy asked if IT could come up with a way to add replacement faculty to Blackboard more quickly.

6) Other business

There was no other business.

The committee adjourned around 5:55