

Council of Chairs Meeting
Thursday, January 30, 2020
10:00 AM | UH 237

Attendees: David Carlson, Rueyling Chuang, Stacey Fraser, Thomas McGovern, Matthew Poole, Shafiq Rahman, Peter Robertshaw, Terry Smith, and Peter Williams.

Via Zoom: Stacey Fraser

Absent: Kelly Dortch and Michelle Fuller

1. Approval of Summary Notes from January 23, 2019 meeting.
2. Group Discussion

Rueyling Chuang, Interim Dean:

- **Reassigned Time Guidelines:** Dr. Chuang informed Chairs about the Provost's proposal for Minimum Teaching Load for pre-tenured faculty in the 3-6 years. Council discussed this topic at length.
- **Minimum Teaching Load Per Academic Year:** Council revisited and discussed the verbiage suggested by Dr. David Carlson, Chair of the Department of English:

Because departments need to create schedules that meet student and programmatic needs, which can include cases requiring specific courses (or percentages of courses) to be taught by tenure-line faculty (for purposes of accreditation, for example), there may be limitations on the College Dean's ability to authorize tenure-line faculty reassigned time during a given academic term or year. Faculty should consult directly with their Chair and the Dean's office before applying for and accepting reassigned time to ensure that such conflicts will not exist.

The final verbiage was revised and approved by council.

- **Supervision Course's WTU for Semester Classes Which Enroll More Than 10 Students:** Dr. Chuang asked Chairs to read the Reassigned Time Guidelines and make suggestions on the verbiage to discuss in the upcoming council meeting. She asked department Chairs to make their suggestions by Tuesday, February 4, by 11:59:59 PM.
 - **Descriptions of Coordinators' Job Responsibilities:** Dr. Chuang suggested for all department Chairs to create a memorandum for each of the faculty coordinators with descriptions of job responsibilities.
- **Departmental Representative to the Reassigned Time Committee for AY 2019-2020:** Dr. Chuang reminded Chairs about their faculty representatives that will serve on the CAL Reassigned Time Committee.