

Academic Affairs Council

Meeting Minutes

September 5, 2018

Present: Aslaug Ásgeirsdóttir, Matt Côté, Amy Douglass, Matt Duvall, Malcolm Hill, Margaret Imber, Nancy Koven, Lillian Nayder

Everyone was asked to send agenda item requests to Meg.

I. Faculty Meeting Presentation – Priorities for '18-'19

Priorities were discussed, but not finalized for the presentation. Line Allocation/Long Term Academic Planning, Gen Ed implementation, and Equity and Inclusion will most likely be included.

It was agreed that the finalized MOI checklists will not be revisited, but will be sent to chairs for reference with the new ones.

II. Line Allocation

It was said that some allocations need to be made this year, even if long term planning isn't complete. A review/revision of the proposal process also needs to take place.

Mentoring plans will need to be included in proposals.

Feedback needs to be given to proposing departments/programs that aren't awarded lines.

Executive Session:

A new, streamlined proposal process was discussed.

It was suggested that five lines be allocated this year, including the medievalist that was already allocated, but not to any specific department/program. Encouraging departments and programs to work together when creating proposals will be important.

A rubric will be created showing what the most valuable areas of consideration are when evaluating proposals. The proposals need to be less time-intensive for chairs.

The difficulty experienced by colleagues hired into joint appointments was discussed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council

Meeting Minutes

September 6, 2018

Present: Aslaug Ásgeirsdóttir, Matt Côté, Amy Douglass, Matt Duvall, Malcolm Hill, Margaret Imber, Nancy Koven, Lillian Nayder

I. STEM Position

An update on the STEM position was given to the Division Chairs by Aslaug.

II. MOI Discussion

An MOI checklist was reviewed and edited.

Respectfully submitted,

Margaret Imber

III. Executive Session:

Potential changes to the process for line allocation requests were discussed. A decision was made to specify that departments/programs with two-year VAP positions could apply for tenure-track lines. However, their searches would begin after the VAP term is over.

The meeting adjourned at approximately 2:05.

Respectfully submitted,

Amy Douglass

**Academic Affairs Council
Meeting Minutes
September 12, 2018**

I. Overview of Accreditation

Matt Duvall provided an overview of the accreditation process and purpose. Standard teams are currently being assembled; leadership is in place and was identified. How the leads were chosen was discussed.

It was said that this process seems much more organized than the process in 2010.

II. Long Term Assessment of Line Allocation

How to move forward with the discussion and tie it in with the messaging from last year was discussed. What AAC members learned/concluded from last year about new directions, process, etc. was reviewed. It was said that this could be an iterative process that is systematically reviewed.

Structures and how they inform and affect line allocation was discussed at length.

The importance of working from guiding principles was stressed.

A space will be made for reviewing the current structures in upcoming meetings. Models will be brought for review.

The possibility of adding permanent, movable, 2 to 3 year positions that would address enrollment pressures was raised and will be discussed. This would most likely not be implemented this year.

A position paper for faculty regarding guiding principles needs to be circulated this year.

The workload tool was discussed. It was said that the registrar could pre-populate this to cut down on the work for chairs.

Malcolm will draft the preamble to the line allocation memo.

Lillian will draft the faculty meeting priority slide. Workload equity will be added.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

**Academic Affairs Council
Meeting Minutes
September 13th, 2018**

I. Josh McIntosh

Josh joined the meeting to provide an update on changes taking place and the current situation in Athletics.

Josh left the meeting

II. Spanish

Margaret met with David George about the mentoring plan. Spanish has asked for a follow-up meeting. **Margaret will coordinate it.**

III. Faculty Meeting Prep

The charge of the committee will be outlined briefly on one slide.

Priorities will be listed on slide two.

The draft slide of priorities was reviewed and revised.

IV. Long Term Planning

The memo to faculty regarding line allocation was reviewed and revised.

The process that will be used moving forward for long term planning was discussed.

The memo will be re-circulated to AAC members prior to it being sent to faculty. The goal is for it to be sent to faculty tomorrow.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

September 19, 2018

Present: Aslaug Ásgeirsdóttir, Matt Côté, Amy Douglass, Matt Duvall, Malcolm Hill, Margaret Imber, Nancy Koven, Lillian Nayder

Open Session

I. AIs

Malcolm asked about the process for hiring AIs. It will be discussed further in the future.

II. Agenda items

Malcolm suggested that Matt Duvall consolidate and collect agenda items. **A few minutes of each meeting will be set aside for crafting the next week's agenda.**

The process of how the calendar legislation was brought to the faculty was discussed.

The best way to get information to faculty was asked. Email was said to be the best way to be sure to get information to all faculty.

III. Student Liaisons

How the student liaisons should be brought into the AAC was discussed. It was agreed that students will be asked to attend meetings when their involvement is appropriate.

Executive Session:

It was agreed that moving forward, only the five AAC members will be in every meeting. Others will be invited in as needed.

The MOI memo was reviewed and revised. It was agreed that faculty will self-designate the courses that fit each mode.

Mary Meserve will be consulted about the tool that will be necessary in Garnet Gateway for tagging the courses in the system. **Nancy will draft an email to Mary.**

It was agreed that on-going projects will have one "point person" on AAC to shepherd the project through.

Nancy will be the point person for Gen Ed.

Nancy will send Meg the MOI memo for distribution to faculty.

IV. Line Allocation Memo

The line allocation memo was reviewed and revised. **It will be sent to Meg for distribution to the faculty later this afternoon.**

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

September 20, 2018

In attendance: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Phillips Fellowship Deliberations

The proposals were discussed at length. Three faculty were chosen as Phillips Fellowship recipients. **Meg will send congratulatory and regret letters.**

II. Long Term Planning

The division chairs participated in an exercise to help evaluate structures/culture at Bates.

Malcolm is having lunches with faculty at various stages of their careers, and they are participating in similar exercises.

The responses to the exercise questions were discussed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

September 26, 2018

In attendance: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Future Agenda Planning

- FYS and academic advising- separate them to address advising and workload equity. It was clarified that there is no policy dictating faculty advising load. Margaret can provide data - tenured vs. adjunct. The relationship between FYS and advising was discussed.
- DAT
- Organize long term planning
- Mentoring plans - standards defined.
- It was suggested AAC meet with COP to discuss tenure expectations.

II. Report of Activities from Dean of Faculty Office

Malcolm stated that the NCFDD institutional membership is being finalized. Their focus is on faculty from under represented groups in the academy, but it's a very broad organization. Krista Aronson has agreed to serve in a mentoring role. A memo to the community will go out after membership is finalized, outlining what's available to them.

Malcolm met with DAT and said it would be useful for them to serve as an organization that provides advice, training, etc., around searches. **Malcolm will continue the conversation.** Whether AAC needs a meeting with DAT was discussed. It was suggested to bring the DAT in when the work overlaps again. How the DAT is working with the search committees was reviewed.

III. Discussion items

Independent Study - data on who is advising Independent Study was requested. **Meg will provide the legislation defining Independent Study to the committee. Meg will ask Mary Meserve for a summary of Independent Study over the last 10 years including department/program, faculty name, number per unit per year, permanent vs. adjunct faculty.**

Politics leave schedule: Politics has a number of leaves coming up at once and is looking to rework the schedule. The email was discussed. **Malcolm will draft a response to Politics.**

AIs: Current and historical reporting structure was reviewed. Malcolm will talk with HR about the possibility of changing reporting lines for AIs. The discrepancies among AI responsibilities was discussed. **Malcolm will look into past practices and will report back to AAC.**

IV. Feedback on Line Allocation

Process for reviewing proposals was discussed. Whether former division chairs can stand in for AAC members who need to recuse themselves was discussed.

It was agreed that the faculty should be notified if it is decided that a division chair will be replaced by a previous division chair during the proposal review process due to a recusal.

Feedback included concerns about terms such as equity and inclusion and diversity not meaning the same thing to everyone. It was said that having people define the diversity/inclusion piece of their proposal themselves allows the definition to expand. It was countered that people have a preconceived notion of what the DOF office means by the terms, and may not think they can broadly interpret it.

Discussion ensued around types of diversity.

Others asked that AAC look for ways to make the process feel less directly competitive.

Discussion about long term academic planning and what that encompasses ensued. The listening tour data will be revisited.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

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Academic Affairs Council
Meeting Minutes

September 27, 2018

In attendance: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

It was agreed that division chairs will rotate presenting at meetings.

I. Committee on Academic Affairs (Trustees) Planning

Malcolm, Scott and Andrea have a call tomorrow to set the agenda for the October meeting.

Update them on last year's work:

- Gen Ed (checklists, implementation)
- Calendar
- Long term academic planning (explain progress made)

Give them AAC's priorities/concern/issues for this year:

- Game plan for long term academic plan (scope, larger questions to be examined)

II. Calendar

Whether to start from the legislation that was sent back to committee or start from scratch was discussed. The federal regulations will be reviewed again. Bates does not currently have a statement of what a course is (course time + out of course time == X hours). Whether standardizing the time for a course was discussed. Faculty office hours are not dictated.

It was agreed that the regulations will be reviewed.

Malcolm and Meg will have the guidelines pulled. Kathy has also supplied a shared folder of data. **Meg will check with CFG to make sure calendar legislation has to come back as a first reading since it was sent back to committee, not voted down.**

Short term was discussed at length. Options for number of weeks, hours, and credits were discussed.

It was suggested that Short Term optimization be put on hold for this year. Short term optimization will be included in the long term academic planning, but it will first be addressed in terms of how long it will be, whether it will count for student credit, etc.

There was a discussion regarding tenure and promotion, and the importance of expectations being clearly communicated to candidates. The strengths/weaknesses letter was discussed. Individual letters were said to be problematic, and it was suggested that one letter from the whole

department/program be submitted. It was said that Personnel does have profiles of all departments and program.

How to move forward with long term academic planning and engaging faculty in the process was discussed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty
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Academic Affairs Council
Meeting Minutes

October 3, 2018

In attendance: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Future agenda planning

Items were added to the upcoming agenda topics list.

II. Workload

The way the data are presented was discussed. Difficulties with calculating load due to cross listing, etc. were stated. The workload tool will probably be ready by the end of October, so the data it provides can likely be used by departments and programs for line proposals. AAC will help strategize the roll-out.

The tool will be presented to AAC at the end of the month

The importance of communicating to the faculty how the data are aggregated was stressed.

II. Leaves

Issues that could be caused if departments/programs delay leaves for scheduling purposes were discussed.

Responsibility for leave approval was reviewed. **It was agreed that leave delay requests will be brought to the AAC for consideration.**

What responsibility departments/programs have for implementing recommendations from their reviews was discussed.

Malcolm will talk with Aslaug and Margaret about division meetings during chair meeting times.

III. Matt C.'s replacement as division chair

It was clarified that after the divisional election is held, Matt C. will contact the members with the most votes to ascertain their level of interest in running.

IV. Long term planning

Articles that had been reviewed prior to the meeting were discussed. The lack of articles about new or different departmental/divisional structures was stated. Various curricular models were reviewed.

Distinctively Bates:

- GECs
- Thesis
- Short Term

The process for creating/sun-setting GECs was reviewed. CRC oversaw that process, but may be AAC moving forward.

Several options for future line allocation rationales were discussed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

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Academic Affairs Council
Meeting Minutes

October 4, 2018

In attendance: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Theater Stage Management Course

Theater's response to AAC's questions regarding the additional 0.5 course request was discussed.

It was agreed the request should go through the normal request process. Lillian will draft an email to Michael Reidy and circulate to AAC.

II. Workload

The workload tool and the information it will gather was discussed. There's concern that faculty will feel that it's intrusive. The actual purpose is to show that resources are being allocated in a responsible way, not to check-up on faculty.

III. GRS Review

The list of internal committee candidates was reviewed and selections made. The Issues document was discussed. The history of the department and how the various language/area departments and programs are organized was reviewed.

IV. Calendar Legislation Revision

Revised calendar models were distributed and major points were reviewed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

October 10, 2018

In attendance: Matt Côté, Amy Douglass, Nancy Koven, Lillian Nayder

I. German and Russian Studies

The importance of GRS talking with other units they have connections with during the review process was stressed.

The issues document GRS submitted will be reviewed and AAC's suggestions incorporated.

Amy will add issues to the document and circulate to the AAC.

II. Calendar

- Discussion topics included:
- The federal guidelines regarding credit hours.
- How to keep students full time when dropping to 3 courses if courses are worth 3.75 credit hours.
- AAC will convey to faculty what the work hours per student, per course, per week need to be.
- The data from Mary regarding early graduation rates were reviewed. Less than 1%, usually in 3.5 years, not 3, and are evenly distributed across divisions.
- The financial implications of more students graduating early were explored.
- Short term counting as 0.5 Bates course credit is an option.
- Options for semester and Short Term lengths were discussed.
- The 32 course requirement was discussed.
- Number of in- and out-of-class hours that would be required with various calendar models were reviewed.
- Trade-offs and compromises were discussed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

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Academic Affairs Council
Meeting Minutes

October 11, 2018

In attendance: Matt Côté, Amy Douglass, Nancy Koven, Lillian Nayder

I. Calendar

Matt Côté prepared a document with a summary of the calculations from yesterday's discussion, which was reviewed. Various ways of reaching the federal credit hour requirements were discussed.

Wendy Glass may be invited to attend a meeting to answer the financial aid questions.

Whether an alternative source of aid could be found for the students affected by the full time vs. $\frac{3}{4}$ time status was discussed.

The trade-offs of increasing difficulty/time required in order to count courses as 4 credits were reviewed.

Meg will check with Mary Meserve and Wendy Glass on the various issues with financial aid.

II. Gen Ed

The MOI checklists are being revised based on faculty feedback. **It was agreed that they'll be sent to the faculty as "final" with a memo before they're posted to Garnet Gateway.**

Meg will request 10 minutes at the November faculty meeting for AAC to provide a progress update.

III. Long Term Planning

How to engage the faculty at the beginning of the process was discussed. It had been previously said that conversations might be more productive if faculty have models to react to rather than blue-sky conversations. Different ways of modeling were reviewed. Structures/organization, areas of study, etc. Models could be shown separately instead of having one complete plan. It was said that specific items should be shown as examples, not wide ranging themes. Discussion continued.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and

Dean of the Faculty

Academic Affairs Council
Meeting Minutes

October 24, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Lillian Nayder

I. Calendar

Matt Duvall and several others met with NECHE (accrediting body) and spoke with them about calendar. The take-away was that there may not be major changes that need to be made now. Malcolm wants to continue the Short Term conversation next year, but recommends leaving things as they are right now in terms of the rest of the calendar. It was agreed that short term should be looked at in the future. Normalizing workload per course institutionally was also said to be important.

The history of how calendar was brought forward as an issue needing to be resolved was discussed.

Meg will check with Matt D. about whether athletes would be affected by dropping down to 3 courses.

Meg will invite people who met with NECHE (Matt Duvall and others), as well as Kathy Low, Mary Meserve (registrar), and Wendy Glass (financial aid director), to a meeting next week to clarify the situation.

II. Extra Cost Short Term Proposals

David Das and Jakub Kazecki joined the meeting to discuss the proposed extra cost short term courses. They had six proposals, and accepted all of them. There was said to be a good geographical mix, including China, Alaska, U.S., and Europe. Questions about individual proposals were asked and answered. Students will have information before December break, and they will apply in January. Every student has to contribute \$500, after that, financial aid will kick-in. Whether they were informing the AAC or looking for approval was discussed.

Meg will send an email from AAC thanking David and Jakub and granting approval for the extra cost short term courses.

III. Intents to Submit

The summary spreadsheet was reviewed. How to discuss this with chairs at the next Department/Chairs meeting was discussed. How “new directions” will be assessed needs to be communicated to the chairs. They need to know that obvious opportunities for collaboration need to be explored. How to proceed with review of proposals was discussed.

At the chairs meeting, **Malcolm will discuss the importance of collaboration where appropriate, address the “new” part of the call, and explain the need to reflect on what the history of the position has been and what the opportunities are – new scholarship, pedagogy, etc.**

Malcolm will research the Stangle line and provide the details.

IV. Mentoring Plan

Spanish worked together to create the plan, and the result was said to be very good. One concern was the possibility of different senior faculty emphasizing different priorities to junior department members.

Malcolm will respond to Spanish approving the plan, and emphasizing the importance of consistency in communicating priorities to junior faculty.

V. GEO Self Study

Geo’s self-study was discussed and concerns were identified.

Matt Côté will create a Google doc for AAC members to edit/add suggestions to that will then be communicated to Geology.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

October 31, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

Guests: Matt Duvall, Wendy Glass, Kathy Low, Mary Meserve

I. Calendar

The guests joined the meeting to afford AAC an opportunity to ask questions relative to federal requirements for accreditation and financial aid.

Kathy explained the rules for compliance around credit hour.

Matt Duvall and Don Dearborn met with a Sr. VP at NECHE. She said that outside evaluators will know that Bates students are working hard enough. The only recommendation they had was maybe to add a week to the winter semester. The current difference between fall and winter is one day.

Wendy addressed financial aid questions. Short term has always been included in the calculations to meet the federal 30 week minimum. Now it has to be reported separately, and she thinks it's important to meet the requirement within the semesters. Financial aid would not be affected by students dropping to three courses, but athletes have to have 12 credit hours to be eligible to play. The agreement with federal financial aid states that students have to have 30 or more weeks of instruction. We've been reporting 32, counting short term. Students who don't take a short term course in any given year only receive 27 weeks.

Student athletes only have to be at 12 or more credit hours in the semester they're playing in. They have to maintain eligibility throughout the season. Mary will double check that athletes can play if they take a reduced load due to an accommodation.

What other eligibility (fellowships, etc.) might be linked to full time status is not known.

It was clarified that both the credit hour and week requirements have to be met.

Wendy or Kathy will send the document with the "one day counts as a week" language.

The guests left the meeting. Tomorrow's meeting will be dedicated to calendar.

II. Trustee Meeting Feedback

Malcolm said the Board meetings need to be less focused on individual items/processes and more focused on meaningful items and long term planning. Discussion continued about what exactly the best way to move forward with them is. **The AAC will map out a plan a couple of**

weeks before the next board meeting. The meetings were said to be a good opportunity to shine a light on good things happening in academics. It was suggested to ask for suggestions/requests from the AAC Trustee Committee regarding what they'd like to hear about. It was suggested that an update every year on the charge of AAC, etc., would be beneficial, especially for new committee members.

III. Long Term Planning

It was said that this needs to be an iterative process.

AAC's last discussion was reviewed. Structures, themes, student experience were all topics. The type of faculty Bates needs – supportive of the Bates community – was discussed.

The hope is to have the model evolve organically with faculty input. The need to determine how “high” in view to go with the questions was discussed. What might the structures look like? How do we define liberal arts?

Malcolm will present early observations to faculty about his efforts/views in January.

Discussion continued about scholarship vs. teaching emphasis, and faculty attitudes about it.

How to move forward – faculty meetings, separate forums, etc., was discussed.

Having sessions where groups of people discuss the ideas and then report out to the whole faculty was suggested.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

November 1, 2018

Present: Matt Côté, Amy Douglass, Nancy Koven, Lillian Nayder

I. Intents to Submit

Nancy had a request from a chair for feedback after the Intent to Submit round as to whether departments should go forward with full proposals. It was agreed that no feedback will be given at this stage, as it would be unfair to pre-judge without seeing the proposals in their entirety.

II. Calendar

The federal guidelines were reviewed. Discussion continued at length, multiple options for moving forward were suggested and discussed, and a Google document was created outlining the decisions made.

It was agreed that a FAQ sheet will also be created, in anticipation of faculty questions.

It was agreed that the revised calendar legislation will be presented at the December Faculty Meeting. Meg will request time.

The document created at the last calendar meeting was reviewed and revised.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

November 7, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Replacements/Additional Courses/Reduction Requests

The process for allocation was reviewed, as this is Malcolm's first time going through it. The generosity of the Bates Enhanced Sabbatical program and difficulties it presents were reviewed. Replacement approval parameters were discussed.

Individual requests were reviewed. The need to determine whether back to back one semester sabbaticals qualify as one year leaves was stated.

The possibility of hiring temporary faculty with a six course load was raised. There was some discomfort with the Professors of Practice title. It was said that faculty will feel these temporary people are being taken advantage of because the six course load reduces the time for scholarship that would allow them to get ahead. It was said that a temporary position at Bates could, in fact, be the stepping stone needed to land a tenure track position.

Whether the increased budget for US News driven additional courses was permanently added to the faculty salary budget was asked. **Meg will speak with Jason about this.**

There was extensive discussion around how to prioritize the allocations. The difficulty deciding which metrics to use for prioritizing was stated.

II. Calendar

The importance of getting information to stakeholders before bringing to the full faculty was stated. Whether to present in January instead of December was discussed. How much progress can be made this week will determine it. **A statement of rationale about short term counting as 0.5 needs to be drafted.**

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

November 8, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

Guests: Matt Duvall, Jason Scheideman

I. Replacement/Additional Course/Reduction Requests

Matt and Jason joined the meeting to answer US News course and budget questions. Jason explained that the budget has been increased to accommodate the US News (course enrollment lowering) courses, so those need to be a priority for funding. Matt Duvall reviewed the number of courses previously given out. The fact that chairs may not have known they needed to apply for those courses this year was stated. The only way to determine if the additional courses being requested would serve the US News issue was said to be reaching out to chairs. The future budget projections were discussed. The need for chairs to understand bottleneck courses and US News courses so they know to ask for them was stated.

Jason said that there are 100 replacement/additional courses available for AAC to allocate.

It was said that the previous “US News” courses worked well because they were in demand, so it makes sense to go back to them. Chem was said to have new department members that eliminate the need for US News courses.

Matt and Jason left the meeting. Deliberations commenced, and decisions were recorded on the tracking spreadsheet. Deliberations will continue next week.

II. Teaching Tool

Matt Duvall had distributed the description of the tool that will capture teaching load information. Number of courses, number of releases, FTE, number of advisees, etc. will be collected. The purpose of this tool is to focus on equitable distribution of teaching units within departments/programs, and identify where faculty are carrying an unfair load.

Malcolm would like other departments and programs that the responding faculty contribute to captured, as well.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

November 14, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Replacement/Additional Course/Reduction Requests

The deliberations continued. Next year, the process of distributing HHMI courses will take place ahead of these deliberations.

Hiring people at a six-course load needs to be discussed further. It was said that this possibility should be brought to the faculty for discussion before moving forward. The difficulty with finding people to teach the specialized/cross-listed courses was discussed.

How the US News rankings are determined was discussed. It was said that classes with enrollment below 20 help the rankings in the most dramatic way. The percentage of courses with 19 or fewer enrolled students is what drives the ranking. **Malcolm will find out how many courses would need to be reduced to 19 or fewer to further increase our ranking.**

II. Calendar

Amy is going to make changes to the Calendar legislation. A draft will be sent to Clayton, Wendy, and Mary for review. Short term courses will count as 0.5 units toward graduation. It was said that the federal regulations are met with 30 courses, so having 0.5 (or 1.0 total with 2 short term courses) count toward the 32 required courses should not affect anything. **That rationale will be drafted and sent to Wendy for her review.**

Amy will have a draft to circulate by Friday.

It was confirmed that spring break will take place in March instead of February.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

November 15, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. PEPC

The reporting history and faculty status of coaches were reviewed.

II. Replacement/Additional Course/Course Reduction Requests

The deliberations continued, beginning with US News (enrollment reducing) courses.

Next year, chairs need to be contacted ahead of time regarding US News course availability. (High pressure, high enrollment courses that can be brought down below 20, etc.)

The chairs have to be told explicitly that these courses need to bring down class sizes.

The operating principles for allocating these resources were discussed.

Discussion continued at length about allocation priorities, and new course distribution decisions were recorded in the spreadsheet. Deliberations will be finalized after break.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

November 28, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Future Agenda Planning

Items were added to the upcoming topics list. Grade inflation was discussed. What data is available is unclear. **Meg will check with Mary Meserve about data.**

II. Update on INBRE

Bates faculty regularly receive INBRE awards. One stipulation from INBRE is a 50% effort commitment to INBRE research. Giving a course release for this work is difficult for Bates, but all peer institutions grant them. Malcolm recommends granting the course releases going forward.

Inequity issues and the possibility of tenure expectations being skewed by the extra time these faculty can commit to research were discussed. A lengthy discussion ensued. A vote will most likely be held in the future.

Malcolm will find out how much funding we receive from INBRE, talk to people who have done the INBRE work, etc., and bring the information back to AAC.

III. Review of Requests:

The replacement/additional course requests were reviewed and decisions recorded in the spreadsheet.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

November 29, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

Guest: Matt Duvall

I. Replacements, etc.

Distributions were finalized. It was agreed that those with multi-year requests will have to sign documentation stating the leaves are absolute. Difficulty with multi-year planning was discussed.

It was said that LOAs have been assumed to be fully replaced, and if that's not the case, it needs to be clearly communicated.

Malcolm will talk with Economics.

II. Matt Duvall – Teaching Tool

Matt joined the meeting to discuss the teaching load tracking tool. A handout showing the data to be collected was reviewed. Each chair will complete the chart. It was asked if the charts could be pre-populated and then just checked by chairs. It was explained that the manual aspect of reviewing the teaching load in their departments, not just assuming the data is correct and signing off on it, is important. How to provide historical data to chairs for comparison was discussed. **Matt D. will create a report that shows the historical data. A “cap” column will be added.** The snapshot of interconnectedness among departments and programs was reviewed.

Curricular review and how the CRC operates was discussed. Course caps and the rationale for them was discussed. There was strong support for eliminating “unlimited” enrollment courses. AAC can make this change and have CRC implement it.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

December 5, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

Guest: Matt Duvall

I. Faculty Meeting

The post-it exercise and feedback received were discussed.

II. Cliff Odle

Cliff is going on leave for the winter semester. He has two courses that will most likely be replaced.

English's replacement needs for Sanford's courses will be determined.

How the enrollment thresholds for cancelling courses are determined, and who handles that communication were discussed. It was clarified that it has historically been a Dean of Faculty function. Whether CRC should handle this going forward was discussed. At the end of add/drop would be the logical time for those cancellations. **Margaret and Aslaug will look at 5 to 8 years of low enrollment courses and talk with Malcolm about it.**

New agreements with departments and programs about short term offerings need to be made.

III. Calendar Legislation

Matt D. joined the meeting to discuss revised calendar legislation. AAC's proposed calendar was reviewed. Another version was also presented for review. The newly proposed version includes a February break, a full week at Thanksgiving, and fall and winter semesters are balanced.

Concerns with the alternative legislation: cutting number of days between last day of classes and finals. Usually it's three days, this version has zero. Revisions were made to include at least three days of prep days before finals. Language needs to be drafted for the handbook outlining reading day Monday, then T, W, TH, F, M finals. Possible issues with changes were reviewed and will be put into the FAQ. **Matt D. will create the new model that includes the new agreed upon reading day/finals schedule. AAC will provide him with the language for the legislation to work from.** It was agreed that the wording for the beginning of the semesters will be the same. **Matt D. will get historical data (five years) on lengths of break between semesters. Amy will update FAQ.**

IV. GRS External Committee

AAC explained to Malcolm how the nominees are selected.

First round invitations:

Laura Henry - Bowdoin
Katherine Arens - Univ. of Texas Austin
Sunka Simon - Swarthmore

Second round:

Eliot Borenstein (Henry back-up) - NYU
Silke von der Emde (Simon back-up) - Vassar
No back-up for Arens

Third round:

Alyssa DeBlasio (Henry back-up) - Dickinson
No Simon back-up identified.

V. Environmental Studies

Internal Committee – Mike Retelle is on leave next year, so is ineligible. He was the only male identified as a candidate.

Nancy will ask ES for more male nominees. They can add or replace a person in each category with a male. Inequity of service load will be mentioned in the ask.

Meg will get the list of who is already in reviews, etc. from Kerry.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

December 6, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Faculty Engagement

How to engage the community to work towards shared mission was discussed. It was suggested that AAC sponsor lunches in the winter term to bring people together to talk about our shared values. These could tie to the long-term planning discussions. Erica Rand's email was reviewed. The importance of bringing issues of equity forward but using the proper language was stressed.

II. Long Term Planning

Putting models together for faculty feedback was said to be the logical next step. These could be presented at lunches and discussion sessions.

Sessions with specific invitations interspersed with open sessions were suggested.

Malcolm would like to make a statement that for the next four years there will be eight hires a year. Faculty will want to know who those hires are going to be and why.

Changing replacement course funding to a dollar amount rather than number of courses was discussed.

It was agreed that models will be prepared and brought to faculty in March. The lunches could start in January. The models will break down individual issues. Adding more divisions and how that might affect programs was discussed.

III. Tour, Teach, Perform

There was strong feeling by some that the resources for this course not come out of the faculty salary budget.

Meg will set up a meeting among Malcolm, Lillian, and Carol and the issue will be resolved.

Meg will send replacement letter stating that the TTP issue will be addressed separately.

IV. Asian Studies

Malcolm reviewed the situation. Whether two 0.5 positions could be bumped up to two 1.0 FTE positions and direct hires made was asked. The retirement pending in this program was said to make this fiscally beneficial. It was said this would stabilize the program for the long term. The issue is that retirements come back to the college, so committing to this now would circumvent the process. Whether difficult personal (faculty-related) situations can be factored into these decisions was discussed. It was said that historically on AAC and regarding resource allocation, they have not been. Whether this decision could wait until the rest of the line allocation decisions are made in January was asked. The issue was said to be that Brian needs to hire the two year VAP that was approved for fall '19 last year if this isn't approved and he wants to move on that quickly, if necessary.

There was concern about making this decision in a vacuum instead of in the context of the other proposals.

The history of Asian Studies was discussed. It was said that two or three years ago the college's commitment to it was reaffirmed when these two 0.5 FTEs were hired.

There was support for looking at the proposal with the others in January.

There was discomfort with removing them from the rest of the pool, even though it reduces the competition. Justifying it would be difficult.

It was agreed that their proposal would be considered with the rest.

It was said that these hires, if approved, didn't feel like target of opportunity hires.

It was agreed that a new policy may need to be created to deal with situations such as this.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

December 12, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Replacement Information

How to share information with chairs about who received what in terms of replacements was discussed. How to get people thinking in terms of what they got instead of what they didn't get was asked.

It was said that chairs should be told that this information will be shared prior to distributing it. Include in the presentation:

- The constraints AAC had when deliberating.
- The US News courses need to move ahead due to their success.
- Ask the chairs what would be helpful in reducing the work involved in the request process.
- Criteria used for prioritizing requests.

It was said that this is a point of information, not an open discussion. Chairs can make an appointment with AAC if they want to discuss specifics.

It was clarified that Economics was granted five courses this year. **Amy will let Nate know.**

Assembling a three-year plan showing where replacements and lines have been allocated/will be allocated was suggested. This planning was said to benefit departments and programs with retirements, but nothing for those that don't. There was concern that it would immediately disadvantage those with less. The message would need to be that net additional requests/plans should be included. The three-year plan of leaves could be the basis for this more inclusive document.

II. Long Term Planning

The interdependence of the curriculum was discussed. Some units are completely dependent, some are completely independent. It was said that if the AAC is going to have a conversation about interdisciplinarity, the definition is the place to start.

It was asked if the Listening Tour led to any concrete ideas or directions. It was said that it identified hot button topics, not really solutions. Several of those topics were discussed:

- Thesis
- What are liberal arts?
- Enrollment pressure
- Mission statement
- Line allocation process

- Division/department structure
- Teaching vs. scholarship

Amy will respond to Lynne Lewis's email.

Smaller sessions to gather input on long term planning will be scheduled. A variety of options will be necessary.

Short term was discussed. What are the pedagogical purposes of short term courses? What would the implications be for faculty workload if short term were modified in various ways?

III. Calendar Legislation:

Mary's suggestions were reviewed. **Matt Duvall will prepare the calendar models from the legislation wording.** Timing the three day February break with the public school schedule will be inserted. The timing of the February and March breaks was discussed. Wording was finalized.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

December 13, 2018

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Calendar

Mary needs to provide final feedback before the 21st. AAC will follow-up with her.

II. Long term planning

Nancy provided a model for long term planning of resource allocation. She stated it was more pragmatic than thematic. Her thinking behind the model was explained. A minimum number of faculty needed to run a major would be determined, and then all majors would be brought up to that minimum.

Step 1: address the severely under-resourced majors/programs.

Step 2: address all existing units who are over-burdened.

Discussion continued at length. Topics included:

- Whether student demand should drive resources.
- How to address areas with too many majors.
- How many majors Bates can support.
- What the ceiling for faculty:student ratio is.
- Running steps 1 and 2 concurrently.
- How to “count” faculty that contribute significantly to programs but are appointed to departments.
- Whether the majors have to have dedicated faculty for students to get the best experience.
- Whether hiring temporary rather than tenure track faculty would be beneficial.
- GECs and what they were designed to do.
- Different approaches to curricula across the college.
- The effects of not supporting existing departments.
- Whether the design should be major-centric.
- Having faculty contractually obligated to more than one d/p, with the option to revisit the agreement every few years.

Nancy was thanked for preparing the model. It was said to be very helpful in identifying commonalities and areas of disagreement.

The model eliminates the department/program distinction which was said to provide more equity. Next steps will be determined.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

January 8, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

Guests: Regan Richards, Mary Meserve, Eileen Zimmerman, Don Schroeder, Matt Duvall

I. INBRE

Malcolm's email about his exploration of the issue of a course release for INBRE grantees was reviewed and discussed. Specific items considered included:

- The ways that the INBRE award (as a more institutional-facing award) differed from individual extramural awards. Time and effort expected from INBRE investigators was discussed as a difference from other extramural awards.
- Ways INBRE grants benefit the entire faculty through indirect costs and the BFDF.
- Potential issues associated with inequity among other grant receiving faculty
- Replacement for faculty obtaining the release - no guarantee of replacement of courses lost.
- Inconsistency with existing policy needs to be addressed.
- Whether a chair of a department or program could decline the release. (Malcolm would speak with any chair raising an issue, and they would have a say in which course was released).

Discussion included the broader context of precedent involving course releases/buyouts.

The possibility of giving releases to pre-tenure faculty receiving other grants was discussed. Discussion will be continued.

II. MOI Tagging

Regan Richards, Mary Meserve, Eileen Zimmerman, Don Schroeder, and Matt Duvall joined the meeting to provide a demonstration of how "course tagging" will work for faculty.

This demonstration will be given at the Faculty Meeting on Monday, January 14. Regan explained that the link to course tagging will be in Garnet Gateway, and instructions are provided. How the courses are evaluated and "tagged" was demonstrated. Each course can only have two MOIs associated with it. It was said that this "more than one" MOI per course issue was heavily discussed in the creative process.

Questions/issues were raised and discussed. Any courses that don't have faculty assigned to them will be given to the Chairs for evaluation.

Verbiage changes will be made, and a link will be sent via email to AAC members later this week for trial. **Eileen Zimmerman asked that any suggestions for changes be sent to her.** Faculty will have six weeks to complete the exercise once it goes live.

It was said that faculty should be allowed to amend their selections. This was discussed.

It was clarified that this only affects incoming students (July registration). A hard deadline for faculty will be listed in the document being distributed at the Faculty Meeting on Monday. **Nancy will send the document that will be distributed at the Faculty Meeting to AAC for feedback.**

III. Line Allocation Decision Process

The document prepared by the division chairs about the process was discussed.

The medievalist line will be reviewed separately.

The voting piece of the decision process was discussed. Malcolm wanted to understand past practice and how to move forward with him as Dean. At issue was the What would happen if the division chairs came to a unanimous decision he disagreed with was asked. While he stressed that he wants it to be a collaborative process, he was concerned about the possibility of a scenario where he fundamentally disagreed with the majority. It was agreed that this issue needs to be resolved prior to the deliberations.

The division chairs had assumed that there would be a vote if consensus wasn't reached, with each member's vote counting equally. The assumption in the community was said to be that the AAC reaches these decisions, not that the AAC advises the Dean, who then makes the decisions. It was said that the faculty would need to be made aware of any change to that process. One member stated that they would not participate in the discussions about tenure track line allocations if the division chairs' opinions are purely advisory. The discussion will continue at the next meeting.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

January 10, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

The Governance Accreditation team has requested a meeting with AAC. Meg will set-up 30 minute meeting in February. with AA, MH, and SS (Governance Accreditation Team) for February – 30 minutes.

I. INBRE

A revised policy for course releases for pre-tenure grants was distributed and discussed. Revisions were suggested. Thesis course reduction will be added to the parenthetical information. The last two paragraphs will be switched. Discussion ensued. It was agreed that a consistent upper limit for number of years releases could be granted was necessary. It was agreed that course reductions for grants of any kind will only be granted for four of the pre-tenure years. **Malcolm will revise and redistribute to AAC for approval.**

II. Line Allocation Process Discussion

Malcolm suggested that he was willing to follow the past practice of having each member of the AAC have an equal vote in the line allocation process for this year. He suggested that the AAC revisit the concept of the role of the Dean in the AAC after the allocation process. He would like to have a broader conversation of the role the AAC and its charge, but only in the broader context of governance at Bates. Malcolm indicated that he would be presenting to the faculty at the January faculty meeting (the coming Monday), and will suggest in that presentation a broader conversation about governance on campus. He's going to raise the possibility of having an external review of Bates' governing structure. It was agreed that this year's line allocation process would align with past practice: attempt to reach consensus, but vote if necessary, with each vote counting equally. It was said that changes to this process in the future would need to be made via faculty legislation vote.

What the community wants the AAC to do/be needs to be determined.

How to handle voting in the recusal situations for English and Psychology was discussed. Rank ordering and whether representatives of the proposing departments could participate in the ranking was discussed. This needs to be discussed further.

Whether data should be included in proposals or chairs can assume AAC has the data was discussed. It was agreed that all referenced data should be included.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

January 15, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. MOI Tagging

Whether to have open sessions to answer questions about MOIs and/or calendar was discussed. Why the threshold for number of MOI checks was being set after the fact was reviewed. The history of the Gen Ed revision was reviewed. It was suggested that AAC let faculty know the results of the MOI tagging exercise once it's complete. It was agreed that a response to questions raised at the faculty meeting and via email will be drafted after the line allocation work is complete.

II. Line Allocation Process Discussion

Lillian and Amy will recuse themselves from their departments' proposal discussions. The group may ask questions of them before they leave.

- All AAC members will send Meg their top six proposals by Thursday mid-morning (no recusals; not ranked).
- Meg will record the rankings without identifying individual choices (no names).
- Discussions will begin with proposals with most "top 6" placements. Each proposal will be discussed, regardless of number of top 6 placements.
- Each division chair will sort proposals after discussions into three categories - yes, no, maybe.
- These groupings will be sent to Meg prior to the next meeting.
- Proposals with five "no" placements will be eliminated.
- Rank remaining proposals 1 – 10 for next meeting.
- Repeat ins/outs determination process.

Medieval Historian proposals will be discussed separately next week.

It was clarified that if a unit is denied their request, there are no extra resources to support them.

III. Politics

Nina Hagel is leaving the college. Malcolm told Politics that they could retain the line that she was slated to fill next fall. Typically, the line would have returned to the college. Changing this policy to allow lines with pre-tenure departures to be retained by the affected department or program was suggested. It was said that taking the line back in these situations complicates the tenure process.

Malcolm will talk with Steve Engel and let him know that he needs to hold off on assembling the search, etc., until this can be discussed further.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

January 17, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Politics

Malcolm stated that he needs to honor the deal he made with Politics allowing them to search for Nina Hagel's replacement. He wants to alleviate some of the tensions around colleagues departing. He apologized for not understanding the policy before giving Politics an answer.

II. Line Allocations

Psychology was the first proposal discussed. Clarifying questions were asked of Amy before she recused herself from the discussion.

It was agreed that updated data/teaching tool information should be provided to chairs each year.

It was said that mentoring plans will be pulled from proposals in order to provide the community with good examples.

The tension between having a solid connection to a specific program and having a job description that's open enough to draw a large, diverse pool was discussed.

Amy returned for the remaining discussions.

It was clarified that if Dance is allocated a line, it will have to be contingent on Rachel finalizing her plans to leave in writing.

It will be clarified whether one course unit is used for BDF coordination. It was said that it was not necessary to do that for these deliberations.

Clarifying questions were asked of Lillian before she recused herself from the English proposal discussion.

Lillian returned following discussion of the English proposal, and the remaining proposal were discussed. The bottom two proposals were eliminated. **Each AAC member will group the remaining proposals into "Yes," "No," and "Maybe" categories and send to Meg prior to Tuesday's meeting.**

What kind of feedback should be given to units not receiving lines was discussed, and needs to be finalized.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

January 22, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Course Coverage

Malcolm met with a group about the Tour, Teach, Perform course this morning. They agreed that it will be allocated as a staff line, so will no longer need to be approved by AAC.

Education wanted to see if they could cover the course “Teaching in the Sciences” that wasn’t approved for replacement with their departmental budget. It was confirmed that this isn’t an option.

ES may be looking for additional courses, as well. They have someone to teach Holly’s courses, but they probably won’t stay to teach only two courses. Nancy asked Sonja to email the whole AAC so the group can respond.

II. Elections

How to onboard the new division chairs was discussed. Discussion will continue.

III. Calendar Legislation

A memo with AAC’s changes to the first legislation will be sent out today. This may curb the need for several amendments.

IV. Line Allocation

Each proposal was discussed at length.

The next step in the process is ranking the proposals numerically. This will be done prior to the next meeting.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

January 24, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Line Allocation

The individual rankings of the line proposals were reviewed. Of the four “open call” tenure track lines, lines were awarded to Psychology, Dance, AVC, & ES. The proposals for the tenure track line in medieval history were discussed at length, then numerically ranked by the AAC members. The outcome was that the medieval history line will be granted to CMS.

The new process used for the deliberations was discussed, and was said to have alleviated many concerns about the decision-making process in previous cycles. It was decided that the AAC will share the outline of the decision-making steps with the chairs at an upcoming chairs’ meeting.

Whether there was a way to bolster morale in units that are receiving a negative outcome was discussed. Further discussion ensued regarding negative campus narratives and the difficulty with addressing them. The need to turn the conversations to “we” instead of “us” and “them” was stressed.

Amy will send Meg the list of who is writing the letters to each department/program chair. It was decided that all outcome letters will be vetted by the full AAC prior to being sent.

II. Funding Opportunity

There’s an infrastructure funding opportunity through NIH that Malcolm has been made aware of. He’s been asked to act as PI on the grant. Possible issues were discussed about the grant itself and Malcolm’s role as PI. Finding ways to engage a broader group of faculty with the administration in this type of situation was discussed.

III. Board of Trustees Academic Affairs Committee Meeting

There will be 30 minutes for the AAC/BOT AAC to discuss current initiatives (calendar/gen ed) and Malcolm’s January presentation to faculty. **Nancy will prepare a slide showing the MOI tagging tool process.** The remainder of the meeting will most likely be executive session.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

January 29, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Line Allocations

It was agreed that making the line proposals public after submission in future years will be discussed at the March chairs meeting.

II. Submission Deadlines

It was agreed that creating a process for obtaining all of the resource requests at once will be explored. The TPT data should be made available for decisions around resource allocation. The discussions will continue.

Meg will add to an agenda in the next couple of weeks.

III. Theater/Dance Lectureship

The lectureship renewal review in theater was delayed for one year in order to keep the lectureship and lecturer reviews in sync.

IV. Chairs Meeting

The spreadsheet for the chairs meeting outlining course allocations was reviewed.

V. Process Question

The process surrounding curricular initiatives was discussed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

January 31, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Music

There was initial confusion about which process Music should complete with regard to renewing John Corrie's lectureship position. **It was agreed that Music will be asked to submit a one year replacement request for John's courses, and they will be given a one week extension for submission.**

II. Chinese Curriculum Changes

Changes were approved as submitted. Meg will let Brian Ruppert know.

III. Line Proposal Response Letters

The drafts were reviewed and discussed. Further revisions will be made, and the letters will likely be sent out tomorrow.

IV. Faculty Meeting Prep

The process for the legislation discussion was reviewed.

V. Board of Trustees Meeting

Malcolm gave an overview of what will take place at the Academic Affairs Committee meeting with Trustees tomorrow.

VI. Legal Studies Minor

The communications between Malcolm and the people bringing the proposal forward were reviewed, and next steps were discussed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

February 5, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Faculty Meeting Recap

The Faculty Meeting calendar legislation discussion was reviewed. Responsibility for updating the legislation with the amendment needs to be determined. **A memo will be sent to faculty ahead of the next reading with further details.**

II. Future Agenda Planning

Items were added to the upcoming topics list.

III. Chairs Meetings

Next year, divisional meetings will take the place of several Chairs meetings. **Dean's office will put a calendar together and bring back to AAC. This will also be discussed with the division chairs.**

IV. Long Term Planning

Items that are hard hits on the budget will be reviewed as part of the long term planning process.

V. Line Allocation Letters

Final changes were made to the letters. **Meg will send them out this afternoon.**

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

February 7, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Econ AISP, Job Ad and Mentoring Plan

The AISP, job ad, and mentoring plan were discussed.

Amy will draft a letter from the AAC outlining the issues identified, and Amy and Malcolm will meet with Nate.

II. Future Agenda Planning

Long term planning will be the only agenda item for one meeting a week going forward.

III. Lectureship Renewals

The renewal submissions were discussed. The existing lectureships were renewed (AVC, Spanish, CMS and GRS); GRS's request for an additional course was denied. **Lillian will draft a letter letting them know a lectureship increase needs to be submitted in a full proposal. Meg will send renewal letters to others.**

IV. History Course Request

An unexpected leave has come up for next year, and History is requesting one replacement course to help cover it. **Malcolm will check for possible funding and get back to AAC.**

V. CFG Questions for AAC

The questions for the Tuesday, February 12, were reviewed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

February 12, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

Guests: Katy Ott, Don Dearborn, Michael Rocque, Michael Sargent, Stephanie Kelley-Romano, Caroline Shaw

I. Legal Studies Minor

Malcolm will discuss the process for bringing the proposal forward to faculty at the meeting tomorrow.

II. Econ letter

Meg will send the letter regarding Econ's AISP/Mentoring Plan today.

II. GRS

Meg will send their letter along with all the other lectureship renewal letters.

III. Music

Lillian will email Hiroya with the clarifying questions.

IV. English

Meg will propose a meeting for Wednesday, March 6, from 1:00 – 1:30.

V. Econ Replacement Courses

They've lost their VAP for the fall semester and are asking to hire for a five load instead of four. **Amy will write to Nate and let him know that they can replace the four courses, but there isn't funding for five.**

VI. History Course Request

The extra course request was approved. **Meg will send the letter.**

V. Meeting with CFG

CFG does check-in meetings with new committees. This wasn't done last year due to the transitional nature of having an interim Dean. CFG provided questions for the AAC to review prior to the meeting.

The AAC charge was reviewed, and discussion ensued regarding roles, committee size, communications with faculty, and long term planning.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

February 14, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Long Term Academic Planning

The format and timing for the faculty engagement meals/meetings were discussed. Some will be by invitation, some will be open to the entire faculty.

The division chairs will do a 20 minute presentation about this process at the March Faculty Meeting.

The importance of ensuring there are plenty of opportunities for faculty to engage in these discussions was stressed. How to structure the dinners was discussed.

Meg will check with Matt Duvall regarding his availability to attend and take notes.

Notes from the events will be made available to faculty.

II. Calendar Legislation

The amended calendar legislation was reviewed and approved for inclusion in the Faculty Meeting Packet. **Lillian and Amy will present.**

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty
W

Academic Affairs Council
Meeting Minutes

February 26, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

Guests: Áslaug Ásgeirsdóttir, Mike Hussey, Susan Stark, Dennis Browne, Jakub Kazecki

I. Accreditation Governance Team

The Accreditation team (Ásgeirsdóttir, Stark, Hussey) joined the meeting to obtain the AAC's input on the College's governance structure. The history of the formation of the AAC was reviewed, and discussion continued regarding AAC's operations, workload, and assessment.

II. Update on Legal Studies Proposal

Malcolm's meeting with the group proposing the minor was cancelled and has not been rescheduled. It was said that the process for bringing legislation forward needs to be more clearly defined and communicated.

III. Calendar Proposal – Transfer Credits

The Registrar has said that there is precedent among our peer institutions to allow a course that is equivalent to a minimum of 3.0 semester hours (or 5.0 quarter hours) to transfer (with their own course credits being worth 3.33 - 4.0 semester hours depending on the institution). The Registrar's office will determine what courses are eligible for transfer credit. Legislation may be needed to change transfer credits to 4.0.

IV. Division Meetings

This month, divisional meetings are being held instead of Chairs meeting. Calendar, long term planning, faculty handbook language clean-up, and MOIs are some of the topics for discussion.

V. CMS

Hamish is leaving next year. CMS needs to do two, two-year hires. They want to hire each at four courses instead of one at five and one at three.

Nancy will draft a letter to CMS approving their search for two, two-year, four-course hires.

VI. Geology Line

Dennis Browne and Jakub Kazecki joined the meeting to discuss the future of GRS. They outlined their concerns, and AAC suggested ways to move forward in the absence of guaranteed additional resources.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

February 28, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Lillian Nayder

I. Divisional Meetings

The individual divisional meetings held in lieu of the monthly Chairs meeting were discussed.

The process of having CRC review MOI tags was discussed.

II. Faculty Meeting

Amy and Lillian are preparing slides for the Calendar Legislation segment of the meeting. Proposed amendments were discussed.

III. Geology Line

Geology wants to elevate a lecturer position to tenure track. The process they would need to go through (submitting a full proposal) was discussed.

IV. Submission Deadlines

Malcolm presented a plan that calls for all resource allocation requests to be submitted by 10/15, with AAC decisions finalized before Thanksgiving break, and notification letters sent out by first Friday in December. How the decisions will be made was discussed.

V. Long Term Academic Planning

A plan for future retirement and sabbatical structuring was reviewed.

The possibility of creating longer-term positions for perennially hired lecturers was discussed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

March 12, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. LTAP Breakfast Review

Nancy and Lillian attended the breakfast meeting this morning. The points of discussion were reviewed. Matt D. is making adjustments to some of the numbers and will resend before dinner on Thursday.

II. Future Hiring

The issue of spousal hires was discussed. This is an ongoing problem, and how to address it is unclear.

English has a pre-tenure faculty member leaving at the end of the academic year. English had a candidate in the emerging scholars series that they would like to offer the position to. Malcolm will reach out to them.

Malcolm wants to finalize the policies of returning lines going to departments/programs if a pre-tenure member departs, target of opportunity hiring, and the buyout policy.

III. Independent Study Email

A faculty member emailed asking why faculty aren't being compensated for conducting Independent Studies but visiting faculty are. There was concern about encouraging the proliferation of IS to gain extra funding. Rules governing IS were reviewed. How IS has been used by faculty and students was discussed.

It was stated that conducting Independent Studies is voluntary on the part of faculty or visiting professors.

The data Mary sent regarding IS will be reviewed prior to responding to the email. **Nancy will send the data from Mary and the subsequent charts she provided.**

IV. Theater and Dance Extension

One week extension was approved – **Meg will send letter.**

V. Student Liaison

AAC has student liaisons that are called in when needed. **Amy was asked about it by a faculty member and will respond.**

VI. Deadlines for Submissions

It was agreed that the submission deadline for additional and replacement courses, line proposals, lectureship renewals, and leave requests will be the 4th Friday in October. Letters will go out informing faculty of decisions early/mid-December (for hiring for 20-21). Tenure track decisions in late December/early January. **This year's and next year's process will be reviewed at the March chairs meeting.**

DOF office will get all requests to AAC during the last week in October.

The system for submission will be created this summer.

Wrapping information needed from chairs into this process rather than requesting separate annual reports was discussed.

The pre-tenure leave protection for departments will be discussed again prior to communicating it to chairs.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

March 14, 2019

Present: Matt Côté, Malcolm Hill, Nancy Koven, Lillian Nayder

I. DCS Dinner

The dinner held last night to gain input from STEM faculty was discussed.

II. LTAP Dinner – Topic 1

The PowerPoint presentation for tonight's dinner and the conversation from the breakfast earlier this week were reviewed.

III. LTAP – Topic 2

Meg will find out when the Interdisc division came into being.

Meg will get demographic faculty sheet copies to handout.

The thought exercises for next week's events were created.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

March 19, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. LTAP Events

The dinner conversation on Thursday was reviewed. **Amy will create slides for the events this week.**

II. MOI Checklist Thresholds

Nancy gave an overview of the spreadsheet she provided with the MOI tagging information. The tagging process and timeline were reviewed. Mary Meserve was consulted regarding number of courses/seats offered annually.

It was agreed that the CRC will review the tagging results and reach out to faculty with questions. This will need to happen starting on May 6 or 7. **Malcolm will go to a CRC meeting to explain their role in the process.**

Nancy will draft a memo to be handed out at the April faculty meeting breaking down next steps.

It was agreed that the starting threshold will be three checkmarks per mode.

III. Music Search

Music's search has failed. They are requesting a three year VAP position, with the guarantee of a tenure track line at the end of that three years. They have someone on sabbatical for each of the next three years, and they all want to be involved in the search. They're also considering re-envisioning the position, which would further necessitate the delay. Regardless, they will need coverage for next year. This needs to be discussed further. **Malcolm, Lillian and Amy will meet with the Music search committee. Meg will set that up.**

IV. Math

Henry Boateng is taking a leave of absence, and they are asking for a replacement for next year. **Replacement was approved.**

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

March 21, 2019

Present: Matt Côté, Amy Douglass, Nancy Koven, Lillian Nayder

I. Curricular Changes

- A. **Theater and Dance** requested changes to a track. **The changes were approved. Lillian will send an email to Meg for distribution.**
- B. **African American Studies:** Requesting name change to Africana. Curricular changes: moving away from focusing on U.S. to include Caribbean, Britain, and Africa. Official name will be “Program in Africana.” **Changes were approved. Nancy will send Meg an email for distribution.**
- C. **Biology:** changes to core curriculum. They are eliminating 190, and adding many 100 level. Concerns: seems very faculty resource intensive. Need to include in letter that it needs to be implemented with current resources. **Changes were approved. Matt C. will send email to Meg for distribution.**
- D. Faculty Handbook changes – Nancy provided changes to the Handbook regarding Interdisc programs. **The changes were reviewed and approved. Nancy will email the co-chairs of CFG to determine if any of the changes need to be legislated.**

II. Math replacement

Henry Boateng is taking a leave of absence, and Math is requesting a five course, one year replacement. **Request was approved.**

III. LTAP Events

Planning continued for the third round of events.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

March 26, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Biology Curriculum

Conversation continued regarding their proposed curricular changes. **Matt C. will edit the response letter and send to Meg for distribution.**

II. Department/Program Chairs Meeting Procedure

How the line allocation process was done this year will be presented to chairs at tomorrow's meeting. Nancy's outline of the process will be presented. It was clarified that the process for next year has yet to be determined.

Ways to possibly introduce some flexibility for the Dean in the AAC were discussed.

Malcolm will lead the presentation at the chairs meeting.

III. MOI in Faculty Meeting

Malcolm met with CRC and reviewed their charge. They had several questions:

- Do they need guidance from AAC regarding pre-req policy?
- Does AAC need to set a policy about 300 level or capstone courses?
- Should enrollments drive the CRC in terms of what gets approved?

Malcolm answered "no" to all of those questions, which the other AAC members agreed with.

He also instructed them that future courses that are brought to them individually shouldn't be under any more scrutiny than the large number they're reviewing this year.

III. LTAP Events

The conversations at the events last week were reviewed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

March 28, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Quality Points

The number of quality points required for graduation needs to be updated to reflect the changes to required credits in the calendar legislation. Whether CRC or AAC should be presenting the six year calendar at the Faculty Meeting was discussed.

Malcolm will email Mary and Joe Hall and ask them to verify the number of quality points needed based on the new legislation and make the appropriate updates.

II. LTAP

The slides for the next round of events (Defining the Liberal Arts) were reviewed. Discussion ensued regarding possible thought experiments for the events.

What is the purpose of thesis and capstone in the liberal arts? Every faculty member gets the

Meg will check the catalogs to see if the liberal arts definition has changed over time.

Malcolm will bring the web analytics to the next meeting.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

April 2, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Biology Response to Review

Biology's response to their review was discussed. It was suggested that if they do a planning retreat this summer they might have a non-departmental person as a facilitator. **A letter in response will be drafted.**

II. LTAP events

The presentation for the dinner focusing on the liberal arts was reviewed, and possible thought experiments discussed. The need to have some concrete ideas at the end of this process was stated.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

April 4, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. LTAP Events

The last lunch was held today, and the last dinner was held last night. The conversations that took place at the events were discussed.

II. Biology – response to questions on curricular changes

Biology's response to AAC's questions about their curricular changes was reviewed. It was said that they thoroughly addressed the questions. **Matt C. will draft a letter of thanks and approval.**

II. Lynne Lewis' email

Lynne sent questions regarding short term and how the changes will affect the courses. Discussion ensued. Nancy will draft a response, though several of her questions can't be answered at this point. **In September, AAC will remind the faculty that their short term may need to change based on the new calendar.** Chairs could be asked for a two paragraph summary of how their short term courses will have to change.

How students can get full MOIs out of .5 credit short term courses was discussed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

April 23, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Lillian Nayder

I. Spanish Name Change

This request was submitted too late for consideration this year. **Meg will ask Aslaug to put it on the Chairs Meeting agenda in September.** An email will be sent to David George, along with request for additional information.

II. List of Topics for AAC Action

Enhanced Sabbatical:

It was clarified that all enhanced sabbaticals could be approved, but a limited number could be replaced. How this might privilege larger departments was discussed. Chairs will need to be informed that there's no guarantee of replacement. A one page document that outlines rules for sabbaticals, what is automatically replaced, etc., also needs to be provided to them.

Consolidate resource allocation requests:

DOF could request very brief intents to submit, consolidate them and send to chairs. Chairs could also be asked to report the number of enhanced sabbaticals they're expecting, and whether they'll be requesting four or more replacement courses. The deadline would be September 15.

How to get the departments and programs to work together to combine replacement positions was discussed.

Meg will ask Aslaug to put this topic on the August chairs meeting agenda.

Rationalize the course allotment process:

Hiring VAPs with a larger teaching load was discussed. The possibility of offering them start-up funding was raised as a way to make temporary positions more appealing. Whether they would advise theses was discussed.

It was agreed that every department and program will need to submit a three year plan for planning purposes, not just those making requests for the following year.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

April 25, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. LAS Meeting

Malcolm met with Baltasar regarding the difficulty programs have with offering their curriculum when they have no guarantee of support from other departmental faculty. It has been requested that MOUs be drafted to help programs ensure their courses remain available.

II. Anthropology

Kristen Barnett has requested a transfer from Anthro to American Studies. She would continue to cross-list courses with Anthro. Issues were discussed. **Malcolm will get in touch with Kristen regarding next steps.**

II. LTAP

What the end of year LTAP report to faculty should include was discussed at length. How decisions will be reached with and/or communicated to faculty was discussed. Documents will be drafted for review and discussion.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

April 30, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Unlimited Course Enrollment

How to proceed with eliminating unlimited course enrollment limits was discussed. Possible issues were reviewed.

The need to review caps across the board was stressed.

Next step: Ask CRC to draft a plan for eliminating unlimited enrollments and send it to AAC. AAC could then communicate to faculty.

II. Priority Registration

How to move away from randomization was discussed, and issues from the last attempt to do so were reviewed. The petition system was described. It was suggested that AAC ask CRC to explore best practices and propose three possible scenarios.

Malcolm will draft an email to CRC outlining these initiatives for AAC's review.

It was said that the five year TPT data needs to be reviewed with chairs, and chronically low enrolled courses reviewed.

Whether to set enrollment limits for courses to go forward or address trends in course enrollments was discussed.

Meg will ask Mary to go back four years and identify courses with six or fewer students, regardless of cap. Data should include course designation, final enrollment, and faculty's name.

A reporting system of class sizes for chairs was suggested. TPT data could be reviewed with them in August at chairs retreat, and again in January or February.

III. Bio Response to Review

It was agreed there wouldn't be a response from the AAC. **Meg will confirm acknowledgement of receipt of their response by DOF office.**

IV. Dean's Role in AAC

Malcolm stated that he's fine with moving forward with the Dean having an equal vote in line allocation. He's hoping to increase flexibility for the Dean in certain situations, but that line needs to be clarified. **This will go back on the agenda for the end of Short Term.**

III. Line proposals next year

It was said that the number of lines being distributed in coming years needs to be communicated, along with data showing that there is not a backlog of available lines to give out. Whether chairs should consider proposing new lectureships also needs to be determined.

A plan for hiring longer term, temporary faculty at a six load was discussed. Options were reviewed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

May 2, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. AAC – Trustee Meeting

Topics for the meeting were reviewed. What level of discussion the Board is interested in engaging in was discussed.

II. LTAP

Amy and Nancy prepared a document and circulated it. Whether to include floor and ceiling FTEs to the criteria for evaluation of proposals was discussed. Pros, cons, challenges and variations on this theme were discussed at length. Some members of AAC will meet with Jason to review budgetary constraints.

Other options for resolving the difficulty with departments and programs were requested.

Amy will draft for Tuesday the logistical document about deadlines for allocation request submission, etc., and floor and ceiling information.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

May 9, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

Guest: Myron Beasley

I. Move of Faculty Member to American Studies

Myron stated that the faculty member in question would contribute very well to the program, without having to change their teaching. They would be able to cover intro courses, 200s, and a 300 and 400 level, and the curriculum would not have to shift to accommodate them. He was supportive of their continued support of the other department, as long as it wasn't detrimental to American Studies. He also stated that this move would enable American Studies to offer an FYS each year.

He noted that their Program Committee is unstable, and Myron is looking into finding more faculty who are interested in coming on the Committee.

The importance of balancing the academic needs along with faculty members' desires was stressed.

Myron is very much in favor of this move.

AAC will continue the conversations needed and will be back in touch.

Myron left the meeting, and discussion ensued. Malcolm and Amy will meet with the Chair of the faculty member's department next week, and then perhaps the whole AAC will. Malcolm will meet with other members of the department, as well.

II. End of Year Memo

Malcolm wants to draft a memo over the next couple of days and share it with the group on Tuesday.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

May 16, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Memo to CRC

Malcolm's memo to the CRC was reviewed and revised. A request for a method to allow students to express their ranked preferences in course enrollment will be included. **It will be revised and sent out today.**

II. Onboarding New Division Chairs

How to onboard Holly and Nathan was discussed. It was agreed that a meeting will be held with both incoming and outgoing chairs.

III. Line Retention Policy

The two options for protecting pre-tenure lines were discussed again. The tenure/review process was discussed at length. **The following policy was approved by a 3 to 2 vote: Any department or program that experiences a faculty departure up to and including the third year review will retain the line, unless the department or program states that the line is no longer needed. If the departure takes place after the third year review, the line returns to the college.**

IV. Enhanced Sabbaticals

It was agreed that automatic replacements will be included in the LTAP memo. It needs to be clarified that not all leaves are automatically replaced.

V. LTAP Memo:

The memo to faculty was reviewed and revisions recommended. It will be revised and recirculated.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

May 21, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Meetings

The meeting with Danny Danforth regarding Kristen Barnett's move to American Studies was said to have gone well, as did the one with Jaqueline Lyon. A meeting will be set with Kristen Barnett as soon as possible.

Meg will set up a meeting between AAC and GRS over the summer, after the external report has been received and reviewed.

Meg will set up a meeting in June between AAC and Holly and Nathan. 1 hour.

II. End of Year Memo

The memo was discussed and revised.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

June 19, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill (via zoom), Nancy Koven, Lillian Nayder

I. Response to Letters from Faculty

The difficulty with communicating via letters to the faculty as a whole was stated.

The division chairs recommended suspending the policy for next year. Not pull it back permanently, but have conversations and present the data to the faculty and give them the opportunity to respond. The need to have the discussions was stressed, and it seemed that suspending the decision was the best way to ensure those conversations take place. It was thought rescinding it completely would eliminate the need for the discussions. It was agreed this was how to proceed.

Another difficulty was said to be that supportive emails, etc., have only been sent to the AAC, while opposing emails have been sent to the faculty at large.

It was said that the AAC should set the stage and schedule the conversations in the fall. The faculty will want to vent, and it may be difficult to get from that space to the substantive discussions. Faculty meetings were said to be the worst vehicle for these conversations. Limiting the size of forums to 30 or 40 and scheduling them over 2 to 3 weeks or months was suggested.

What the goals for the fall discussions are was asked. It was said that they will be an opportunity for dialogue – showing the national and local landscape, data, etc., and then listen to the faculty reasons for opposing the decision. The letter will:

- State that the policy is being suspended for a year.
- Clarify that the community will be given the chance to voice their concerns, but the AAC is the body responsible for making the decision.
- Contain a clarifying statement about AAC's role.
- State that the conversations will not take place at the September faculty meeting.

The letter will be sent on Monday.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

June 20, 2019

Present: Matt Côté, Malcolm Hill, Nancy Koven, Lillian Nayder

I. Response to Letters Regarding VAPs

The discussion regarding the response to faculty continued from yesterday's meeting.

Meg will ask Matt D. for data on how many 1 vs. 2 semester leaves have been taken over the last 15 years (since the implementation of the Enhanced Sabbatical program).

The importance of educating the faculty in terms of how this decision was made was stressed.

What Matt C. and Nancy's involvement should be in the fall discussions was reviewed. It was said that if they could think about data to pull over the summer it would be helpful. They could attend the sessions and jump in if needed. The framing questions for the community need to be identified. Malcolm has data on Bates salaries vs. other NESCAC competitors.

II. Request to Move Line

Another faculty member (in addition to Kristen Barnett) has asked to move their line from their current department to American Studies. The division chair for this faculty member recused themselves from this meeting.

It was said that the policy created last year has profound implications for academic units.

The policy needs to be updated to clearly illustrate what documentation faculty members need to provide to the dean.

A two-hour meeting will be scheduled in the next couple of weeks to continue the discussion.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

July 2, 2019

Present: Matt Côté, Amy Douglass, Malcolm Hill, Nancy Koven, Lillian Nayder

Malcolm announced that a faculty member is leaving the college. They would like a leave of absence. This needs to be discussed further.

I. AAC Response Letter

The latest draft was reviewed and discussed at length. Important items to address/explain:

- Will those who have been here for several years be affected?
- Will VAPs get paid less per course?

Malcolm will revise the draft and recirculate. The goal is to send it out Tuesday.

II. Kristen Barnett

Kristen is asking to move her line from Anthropology to American Studies. Concerns about the move were discussed and the policy was reviewed. Requiring an in-depth proposal for future requests was suggested. The policy will be discussed further.

Kristen Barnett's request to move her line from Anthropology to American Studies was unanimously approved.

An MOU will need to be drafted and shown to all parties. **Malcolm will draft it for AAC review.**

Another faculty member also requested to move their line from their current department to American Studies. This request came much later than Kristen's, and it was agreed that trying to hold the meetings with both departments and gather the necessary information regarding curriculum impact, etc., over the summer was not feasible. **Malcolm will email the faculty member and let them know their request will be reviewed in the fall.**

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty

Academic Affairs Council
Meeting Minutes

July 8, 2019

Present: Matt Côté, Amy Douglass, Holly Ewing, Malcolm Hill, Nancy Koven, Nathan Lundblad

I. Onboarding for Holly and Nathan

Topics discussed included:

- Change to resource allocation submission deadlines.
- The need to find new ways to engage with faculty.
- The upcoming governance review process.
- Finding ways to delegate to other committees in order to streamline work of AAC.
- Items that might overlap with work of AAC: governance review committee, accreditation.
- Criticism the AAC has received.
- Important topics the AAC will need to cover next year.
- Structure of meetings/building of agendas.

Holly and Nathan were given the opportunity to ask questions, and their new roles as Division Chairs were discussed.

Respectfully submitted,

Meg Gresh
Assistant to the Vice President for Academic Affairs and
Dean of the Faculty