



College of Arts & Sciences Managers' Meeting

Wednesday, May 13, 2020

10:30 a.m. – 12:00 p.m.

Welcome – Elizabeth Bakanic, Associate Dean for Finance and Budget Management

Procurement – Beau Jimmerson, Chief Procurement Officer

Procurement – Responsible for buying, contracting, delivering, as well as accounts payable, p-card, travel and travel card departments as well.

Initiatives - Vast expansion of E-Pro. In a contract with a company to expand the vendor list, as well as working with IT to work on a new E-Pro Platform, expected to happen sometime in August. Second initiative is the new Concur Platform to process travel and travel reimbursement.

Procurement during COVID 19 – One important thing to note regarding next steps; the University had experienced a large loss of revenue due to paybacks. The university has a check and balance system is put in place for a reason so that all money coming in and out is accounted for. If an item is actually needed now for working from home, it will have to be used for University use in the future. The University is in a cash crunch right now, with money leaving and additional money needed to perform the same task as before.

PPE – Aggregating demands so we can make purchases on your behalf. Procurement is stocking up supplies in their warehouses to supply the demand of the University. Supplies are being purchased in bulk, for the best prices. Please aggregate your

department's demand and reach out to Beau Jimmerson, beau@email.unc.edu or Procurement. The demands will be fielded to the proper channels, and a process is currently being worked to maximize distribution efficiency. Supplies will be distributed based on needs for every two weeks, to prevent a run on the stores. Supplies will keep coming in as Procurement keeps everything stocked with the best options and prices.

Startup packages - Please reach out to Procurement for options on a piece of equipment, they have options to negotiate or find the best price for you. Procurement is also the only one with signature authority on behalf of the UNC to commit funds with third party vendors. Procurement is free to use by the university; they will seek out the best options for everyone.

Requests - All requests for PPE equipment should be directed to Procurement, they will aggregate individual demand, and make the final decision on requests based on need. More clear guidelines will be released on what is required, a standard for PPE is being worked on. Procurement is working on a system for distribution and aggregation as well.

Undergraduate Curricula – Nick Siedentop, Curriculum Director

[IDEAs in Action](#)

Overview of the new Gen Ed Curriculum – The IDEAS approach; *Identify* pressing questions, problems, and issues, *Discover* new ideas, evidence, and approaches to these matters, *Evaluate* these ideas, evidence, and approaches, coming to sound judgements even under uncertainty, *Act* appropriately based on that evaluation and judgement.

Course Review – The current timeline is to roll out in Three Phases, with the first two phases having already started. Phase #1 will provide summary reports to departments by June 1st, 2020. Phase #2 will have complete reviews by August 1st, 2020 and provide summary reports to departments by August 15th, 2020. Phase #3, beginning October 15th, 2020, will use updated CIM-Course forms, both Gen Ed Curricula.

Triple I Program - Interdisciplinary courses team-taught by three faculty from three different disciplines, with a cap of 250 first year students. Beginning in the fall of 2021 there will be 19 Triple-I courses per academic year. Departments will have a required minimum of these courses. The data literacy component will pilot in Fall of 2020 and be required Fall 2021.

Course Proposal and Approval - New Triple-I Teams are required to complete a Prospectus Form for new course proposals. Each Triple-I team will identify a coordinating instructor to serve as the primary point of contact with central offices. The business officer in the coordinating instructor's home department will handle allocation of instructional resources. When proposal is approved, a memo is sent with follow-up items and next steps to instructors, chairs, managers, & SSMs, including a required budget sheet.

Financial Component - \$5K course development fund for the Triple-I team (one time). Up to \$40K instructional support (e.g., graduate student TAs). Expected ratio of TAs to enrolled students is 63:1.

Finance Announcements – Elizabeth Bakanic, Associate Dean for Finance and Budget Management

College Budget – Has been submitted in the campus budget process. Put together at a high level using broad predictions and trends. Serving as a base budget for the time being. Commitments are also being submitted now and COVID-19 impacts are being incorporated in the budget as well.

HR Announcements – Ashante Diallo, Associate Dean for Human Resources

HR Lunch & Learns - This month's Lunch & Learn will be held on **Wednesday, May 27th** from **12 noon – 1:00pm**. This month's topic is "**Faculty Leaves**". More information on this session will be sent soon but is on our College website.

UPDATE: All employees received an email effective **May 9th** updating the **COVID-19 Special Work and Leave Provisions**. The notification provided further

guidance on the continuance of Administrative Absence Leave for faculty, staff (perm and temp), students and postdocs who are unable to work for reasons such as their duties cannot be performed remotely, they have childcare needs (and are no longer eligible for FFCRA leave benefits) or have eldercare needs due to COVID-19 related facility closings.

REMINDER: This year we will continue the use of Infoporte for routing post-tenure reviews to the Senior Associate Deans, in accordance with the PTR guidelines. Departments may submit PTRs through Infoporte according to the instructions attached.

The following documentation should be routed to the Senior Associate Dean:

- The faculty member's self-assessment statements, c.v., peer teaching evaluations, and student course evaluations;
- A copy of the PTRC report, the faculty member's response if applicable, and a copy of the Chair's letter summarizing the PTR meeting with the faculty member;
- Additional material as deemed appropriate, (e.g., a Development Plan), or as requested by the Senior Associate Dean.

[19-20 Post Tenure Review Annual Report](#)
[Routing PTRs to the Dean's Office](#)

In addition, please complete the attached 19-20 Post Tenure Review Annual Report and email to Janet (janet_farrell@unc.edu) no later than **July 15, 2020**. If you have any questions about post-tenure review, please contact Janet Farrell directly.

Next Managers' Meeting is on June 10th