



College of Arts & Sciences Managers' Meeting

Wednesday, December 13, 2023

10:30 a.m. – 11:30 a.m.

[Zoom Recording](#)

Welcome: Ashante Diallo, Associate Dean for Human Resources

We are welcoming Rick Shreve, who just started with UNC on Monday as the new Associate Chair for the Computer Science Department.

Since the November meeting, we have had a couple Department Managers that have moved on from their roles with us to take on new opportunities across campus and beyond. Those folks are Shavon Carey-Hicks from Romance Studies and Jennifer Washington from English. Job openings have been posted for these positions and we encourage anyone interested, especially within the college, to apply.

Navigating AI: Coop Roberts-Cooper, Business Training Manager

This topic was inspired by a meeting held by Kate Henz discussing AI and its potential uses. The slides from today's presentation were created with the assistance of artificial intelligence and can be found [here](#).

CHAT GPT

We are looking at two of the main AI options available today, Chat GPT and Copilot (formerly Bing Chat). Starting off with Chat GPT, which has been around a bit longer and most people seem to be more familiar with that its competitors. There is a free version of Chat GPT available that isn't overly restrictive. Chat GPT relies on training data, which means it may require the user to define or clarify certain data so it can interpret the information correctly. A common misconception about Chat GPT is that it can access the internet on its own. This is not the case, you must provide the program with information not just a website link. A big advantage with using Chat GPT is unlimited prompt requests and the ability to save prompts for later use. Chat GPT is not sanctioned by the university, so it is recommended to use a personal email address while setting up an account.

COPILOT

Formerly known as Bing Chat, Copilot is developed by Microsoft, and is sanctioned by the university for use by faculty and staff. Unlike Chat GPT, Copilot relies on web search data instead of training data. This allows Copilot to provide citations for where it is pulling information. A couple of drawbacks to Copilot are that with the university plan you can only create four prompt requests daily, and prompts are not saved.

CONSIDERATIONS

Looking at the university's guidelines for AI use, there are several key things to consider. If AI is being used to create content, or assist with presentations, etc. always indicate that the work is being done with the assistance of AI. Avoid entering sensitive data into AI, consider if what is being entered would be okay to be displayed publicly. UNC guidelines state that AI should not be used for things such as making hiring selections or job actions due to the sensitive data involved. Due to the nature of how they function, all AI programs can contain inherent bias, and this should always be considered when using them. These considerations highlight how important it is to review everything that is generated by an AI before use.

WAYS TO USE AI

Some ideas for how to use AI would be drafting content for things like presentations or communications, tracking and monitoring data by having the AI search for trends or parameters and in research by identifying sources or summarizing key concepts. AI can also be helpful in processing large amounts of data as well as formatting information for accessibility and inclusivity.

[CAS Manager Training Suggestion Form](#)

Finance Announcements: Joe Daley, Senior Director of Finance

The only finance announcement for this month is that it is currently RND survey time, and we are currently pulling data to send to you all for validation. Cost code CRDSurveyX can be used to tag expenses to be pulled into the reports that we will be sending out by next week. The due date for this to be sent back to us will be mid-January.

TABLEAU REPORTS

There has been some confusion around reporting resources that we have available on campus so we thought it would be a good idea to give an overview of what is out there. For those that are not aware, Tableau is a data visualization software that can be used to build reports that help interpret data. The College of Arts and Sciences has our own Tableau site that can be used to build custom reports. Tableau can be accessed at tableau.unc.edu but this isn't the recommended way to access the college's reports. One of the two recommended ways to access our Tableau reports is through collegedata.unc.edu. The reports found here are designed for chairs and department managers to use in high level decision making. The other access point is Sources and Stewardship, found at srcs.oasis.edu under reports. The reports found here are designed for CASBO specifically. Tarheelreports.unc.edu also houses Tableau reports that are managed by ITS. These aren't ideal for our use due to being more general, whereas the reports we have designed are fit for our uses.

HR Announcements: Ashante Diallo, Associate Dean for Human Resources

ISSS H-1B Portal

Everyone should have received an announcement via email for the new H-1B portal last week. For those that have not seen it, the announcement can be viewed [here](#). We are planning to have Ioana Costant, Director of ISSS, attend the January Managers Meeting to provide an overview of the new portal. This new portal formalizes the pre-approval process where previously it was very ad hoc. The new portal allows users to input basic candidate information which will be sent directly to ISSS who will determine the appropriate next steps in the process. Some of our folks within the college helped test the new system and have only had good things to say about it. There is some training included in the announcement email that you are encouraged to complete. Each training is typically no more than fifteen minutes in length. Another exciting improvement is for those who only have work sites at UNC. For these folks, you will no longer have to worry about posting wage determinations, this will move to an electronic format. For those with work sites outside of UNC, the process is largely unchanged. Lastly, the wage determination process and forms have both been overhauled to be more user friendly. Please reach out to the HR department with any questions you have on these new processes.

PERSONAL OBSERVANCE DAY

A reminder that the 8 hours you receive for personal observance day do not carry over to the next year. We have heard there is still some confusion surrounding this and wanted to provide clarification. The 8 hours does replenish the following year, just be sure not to lose out on them for the current year. We recommend using these on the university closed day on December 29th.

COMP TIME

Policy states that all comp time needs to be used within 12 months of it being earned or it must be paid out. It is recommended that comp time is used up before any vacation time due to this. Comp time should always be approved by your supervisor prior to earning it. It is also possible to flex the schedule to avoid having to give out comp time.

INTERMITTENT FACULTY JOB CODE

This code is typically used for temporary fixed term faculty. It allows you to hire someone who may not teach the entire year and be able to move them in and out of pay status to a short work break while not teaching. If an individual is not intermittent faculty, they can not be placed on short work break. Due to this, it is not a bad idea to hire someone as intermittent faculty, in case something unexpected comes up preventing them from teaching a semester.

MENTORING PROGRAM EVENT

There will be an event this Friday at 2:30pm in the Anne Queen room located at the Campus Y. Coffee, tea and snacks will be provided. A game is also planned for attendees, and it should be a lot of fun. This event is a great opportunity to get together with your colleagues before the break.

FULL POSITION MANAGEMENT UPDATES

Prior to full position management we had the ability to revise posting information on PeopleAdmin which provided us a way to market the open positions. With full position management this was baked into the job description and there is no way to update those fields. We have been pushing for a field to be added for marketing information that can be edited and as a result we will have this available to us starting on Friday. The new box for marketing will be called “Be a Tarheel”. We will need input from department managers on what will go in this new box to help market the position. The RASR form will be updated to include the new Be a Tarheel box.

(Audience): Should the organization description apply to all forms we create in position management, or should we have to enter the organization description each time?

Roseanda: The campus form does not have a field for organization description, but we have added this field to the CASBO form. If you plan to use the same organization description across multiple forms, please copy and paste this from the CASBO form.

PHASED RETIREMENT

Phased retirement used to be handled by the provost office with some help from Benefits, but this has since changed to being handled solely by the benefits office. There will be an email going out from Ashante with instructions on how to apply.

Faculty that hold a distinguished professorship may be able to continue using research funds depending on the type of distinguished professorship they hold. Once a distinguished professor goes into phased retirement, they are giving up their tenured position and use of that title.

End of Semester Address: Jim White, Craver Family Dean

To start, a big thank you to everyone here for all that you do to allow this college to function. We truly could not function without the excellent faculty and staff here at Carolina. I want to acknowledge that it has been a difficult semester for all of us. It began with the murder of one of our faculty members and was soon followed by another lockdown due to a gun on campus. Many of us are still dealing with the baggage of both events. We have also dealt with the Supreme Court decision on race in admissions, and a number of decisions by our state government dealing with compelled speech. Just recently we have also learned of the upcoming departure of our Chancellor. We are all looking forward to a different and better spring semester.

We do have some good news to report as well. The US News and World Report has ranked us fourth among public institutions, moving up from number five. We continue to be an impressively affordable university, ranking as the best value in public institutions. We have launched our Ideas in Action Curriculum, and it has been a success. We only have a handful of students who have not finished their first-year foundation courses and are working hard to reach out to those students to ensure no one is left behind. Issues with a new launch such as this are inevitable, but we feel prepared to handle those issues. The School of Civic Life and Leadership was launched in the midst of all of this with the mission that our students need training on how to have difficult conversations in education. We thank you for your help with a great launch and could not imagine what it would be like if this did not go well.

Free speech has been a big topic of discussion on campus due to the fallout of the Israel-Hamas war. We are receiving pressure from all sides due to higher education being a bit like political football. We also face the pressure of having an election year coming up in 2024 but I think Carolina is well suited to handle these pressures. There have been talks with department chairs around the idea of a seminar series in the spring to have these difficult conversations in a productive way.

In closing I wanted to touch quickly on Chancellor Kevin Guskiewicz's departure. Generally, we all know about the same amount of information on this. There was some tension between Kevin and the Board of Governors which has been a factor in his departure. I think Kevin has been a great Chancellor, and it is very unfortunate for Carolina to be losing him.

End of meeting.