

Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
February 3, 2014 - 3:30 p.m. – 5:00 p.m.

MINUTES

Call to Order

Dean Maria Calzada called the meeting to order at 3:30 p.m.

Attended: John Biguenet, Mary Brazier, Maria Calzada, Frank Jordan, Michael Kelly, Kenneth Keulman, Lynn Koplitz, Martin McHugh, David Moore, Connie Mui, and Uriel Quesada (for Blanca Anderson)

Also attended: Sean Clark and Crystal Forte from Web Communications

I. Approval of Minutes

Minutes of January 13, 2014 were approved with one abstention, and with one change that showed Martin McHugh was not present at that COC.

II. Web Team Presentation – Sean Clark and Crystal Forte

Sean Clark and Crystal Forte gave a presentation on the design changes to the HNS website which will rollout in May. Options that are being looked at now include larger feature images, the programs of study page, and a mobile device design. The web team does not have a full time copywriter, but they do have two content strategists who will work with faculty and the dean on strategies for good content. They welcome any feedback from the faculty. Concerns from the chairs included department pages being too wordy, and making sure that undergraduate research and, academic and alumni successes be highlighted.

Announcements from the Dean

III. Calendar

Feb. 18 – 3rd year and 5th year review letters due

Feb. 28th – 4th year and subsequent letters to Provost

IV. Update on Applications and Lawlor Group Marketing Piece

The latest dashboard shows HNS has a 10% drop in first year applicants. This is a significant drop, so it is important that we participate in yield events. (Attachment #1)

The Lawlor Group will be producing a HNS marketing piece, paid for by Robert Kaskel's office. The goal is to have it ready for Open House on March 29th. There was a suggestion that one be produced for the humanities and a separate one for the sciences. Maria indicated this is not in the current plan. The first draft will be ready by Feb. 17th.

V. Bobet Fellowships

This year we will have approximately \$10,000 – \$15,000 available for Bobet Fellowships with awards up to \$1,500 each. New this year will be supplemental funding for undergraduate research, which will come from unallocated faculty salaries at the end of the year. Dean Calzada was concerned about how this available funding would be perceived during these difficult times, but stressed that this is good news for faculty, and that we should not stop planning for the future.

Also, these funds must be used before the end of the year, or they will be taken away. The awards should be used for summer work, but not as a stipend. The COC agreed we should go forward with the Bobet Fellowships. The COC suggested that the distinguished professors with funds in their accounts should not be eligible to apply.

VI. Part-time Request and Class Schedules for Fall 2014

Be conservative and realistic when asking for part-time faculty funding. We are expecting 610 new freshmen next year, compared to 620 this year. Please submit your requests by Feb. 17th.

VII. Travel Guidelines

There was a motion to approve the proposed travel changes from the CPT, which was seconded. The motion was approved with a change to make the second sentence the first sentence, and the first sentence to become the second sentence. The proposed changes will now go to the College Assembly. (Attachment #2)

VIII. Move to Adjourn

The meeting was adjourned at 4:30 p.m.

Attachments:

Attachment #1: Admissions Dashboard

Admissions Dashboard
 Fall 2014 Freshmen Applicant Recruitment Cycle
 Updated: 12/13/2013

First Year Admissions Funnel

Stage	Fall 2014		Change in Count	Percent of Change		Fall 2012	Fall 2011	Fall 2010	Fall 2009	Fall 2008	Fall 2007	Fall 2006	Fall 2005	Fall 2004	End of Year 2013
	Count	Count				Count	Count	Count	Count	Count	Count	Count	Count	Count	
Inquiry	5438	4968	474	9.49%		39499	37834								55434
Applications	4528	4289	239	5.57%		4164	4032	3337	2349	2205	1620	824	2233	2089	7035
Completed Apps	1990	1986	4	0.20%		2035	2051	1262	1018	834	533	362	1312	1035	4980
Admits	1672	1606	66	4.11%		1746	1712	994	824	585	337	236	952	954	4327
Deposits	1	1	1	0.00%		3	3	3	1	2	2	0	2	0	715

Application Source

	Common		Change in Count	Percent of Change
	Fall 2014	Fall 2013		
Total Common Apps Received	2091	2037	59	2.90%

	WEB Application		Change in Count	Percent of Change
	Fall 2014	Fall 2013		
Total WEB Apps Received	2437	2257	180	7.98%

First Year Applicants by Colleges

Colleges	Fall 2014	Fall 2013	Change in Count	Percent of Change
Business	935	766	169	22.06%
Humanities & Natural Sciences	2159	2398	-239	-9.97%
Music & Fine Arts	651	446	205	45.96%
Social Sciences	757	679	78	11.49%
Grand Total	4502	4289	213	4.97%

Visits

Visit Type	Current Year		Previous Year	Change in Count	Percent of Change
	Fall 2014	Fall 2013			
Fall Open House* - FINAL ATTENDANCE	53	146	143	56	39.16%
Fall Magis Monday - FINAL ATTENDANCE	2	15	N/A	N/A	N/A
Official Visitors On-Campus		1207	1335	-128	-9.59%

*NOTE: Juniors invited to November 2013 Open House. Change from previous year's event.

12/13/2013 compared to 12/13/2012

Attachment #2: Travel Guidelines

Handbook of the College of Humanities and Natural Sciences

Travel Guidelines

Every academic year, no later than August 15th, the Dean of the College of Humanities and Natural Sciences will make public an updated Travel Policy for the College. The principal purpose of faculty travel is the promotion of faculty research and the Travel Policy shall be designed to ensure this purpose.

PROCEDURES

The Travel Policy and a Travel Request form will be posted in the College Intranet. Faculty should fill out the Travel Request form and turn it to the Dean, who will approve requests based on faculty eligibility, College priorities, and fund availability.

The Dean will work with the College Planning Team and the Council of Chairs to update College travel priorities for the next academic year each spring semester.

The faculty member will be notified as soon as possible of the decision regarding the request.

Financial Affairs publishes policies and guidelines regarding per diems, car mileage, unallowable travel expenses, appropriate procedures for cash advances and travel expense reporting, and other travel related information. It is the responsibility of the faculty member to review these policies, guidelines and procedures and to comply with them.

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QUALIFYING EXPENSES

Reimbursement for travel expenditures will be made only if such expenditures have been specifically authorized. Reimbursements will be made only up to the amount so authorized.

ADVANCES

Advance funds (cash advances) may be requested for qualified travel. University policy for cash advances is published in the Financial Affairs webpage, including timing for submission of proper documentation (expense statement) after the travel has taken place. Faculty are responsible for understanding and implementing the Financial Affairs policy as failure to do so may result in the cash advance being included in the recipient's W-2 form and reported as income to the IRS.

Unused funds are to be returned to the College with the expense statement.

EXPENSE STATEMENT

An expense statement (available in the Financial Affairs webpage and the College Intranet) must be submitted to substantiate all travel expenditures. The statement must be submitted to the Dean's Office no later than five working days after the event for which funds were committed. It is essential that paid, original receipts be attached for items above a certain amount, which is determined by Financial Affairs. Financial Affairs has strict policies on how receipts are submitted. Department administrative assistants are responsible for helping faculty expedite their travel expense reports. If the submitted travel expense form does not meet the Financial Affairs published guidelines, it will be returned for correction. Receipts must be received within a certain time frame (published by Financial Affairs) in order for reimbursements to be processed and to avoid the inclusion of the reimbursed amount (or cash advance) in the recipient's W-2 form and reporting to the IRS as income. It is possible to submit more than one travel expense statement for the same trip, e.g. if the plane ticket was purchased well in advance of the trip, an expense statement may have to be submitted for the this expense before the actual trip in order to avoid W-2 reporting. Questions regarding the completion of the travel expense statement should be directed to the Dean's Office.

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