

**College of Arts and Sciences**  
**Dean's Advisory Council Meeting – Bobet 202**  
**November 6, 2017 • 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:** Terri Bednarz, Joe Berendzen, John Biguenet, Maria Calzada, Eileen Doll, Sonya Duhe, Erin Dupuis, Phil Dynia, Don Hauber, Craig Hood, Armin Kargol, Marcus Kondkar, David Moore, Uriel Quesada, Karen Rosenbecker, Rae Taylor, Ralph Tucci, Bill Walkenhorst

**Also Attended:** Rachel Dirmann and Leslie Culver

Dean Calzada asked to change the order of the agenda to accommodate the guest speakers.

**I. Rachel Dirmann, Human Resources - PNF's for new workers**

Rachel Dirmann spoke about the Federal I-9 hiring procedures for new faculty, staff and students. She said that the Human Resources department must document that a person is legally authorized to work in the United States. All employee information is entered into the E-Verify system, the Department of Homeland Security database, to confirm employment eligibility. Non-compliance can result in fines and penalties to the university. She stressed that PNF's must be received in HR before the person starts work. All employers are required to document a new hire within 3 days of their hire date. This is the procedure for all new faculty, staff and students. This also pertains to adjuncts teaching out of state. In those cases, HR will work with other universities for assistance with documents. Also, all documents must be filled out before any training of employees takes place. Work-study students are handled differently, and that entire process is handled by HR. Attached [here](#) are the Federal I-9 regulation information and hiring procedures.

**II. Leslie Culver - Faculty 180**

Dr. Culver said that she is in the process of scheduling faculty trainings with the pilot departments to use Faculty 180. The pilot departments are English, Mass Communication, Chemistry and Psychology. Dr. Culver said that she is working on getting information on outsourcing the CV's as an add-on to Faculty 180. This will lessen the burden on the faculty from having to input their own CV's into Faculty 180. Dean Calzada said that this year everyone will have to prepare their vita updates for the last three years of publications.

**III. Minutes Approval - October 2, 2017**

The minutes of October 2, 2017 were approved with one abstention.

**IV. Calendar**

- **November 6** - Spring and Summer 2018 registration begins
- **November 11** - Fall Open House
- **November 15** - Phased retirements: Deadline for faculty to apply for phased retirement program for 2018-2019
- **November 16** - ADA training for supervisors (for any employee who supervises other employees to include student workers or part-time staff)
- **November 28** - Part-time faculty contracts: Dean's office begins preparing and submitting contracts for the Spring 2018 semester

- **November 30** - College Assembly, 12:30 p.m., Bobet 332 - rescheduled from Nov. 16<sup>th</sup>
- **December 1** - Faculty vita updates due to unit leaders

#### **V. Vita Updates and Evaluations**

Dean Calzada said that the 2017 vita update form is on the CAS intranet. Full-time faculty need to submit vita updates to their chairs by December 1<sup>st</sup>. She also questioned whether the publications and presentations should be included in the Provost Report this year. There is no evidence that anyone goes to the link, which is not even included in the printed Provost Report. This is also significant work for Diane Riehlmann over the Christmas break. The consensus was not to do it this year.

Dean Calzada also showed the faculty evaluation form that chairs can use, which is on the intranet. She said that SACS requires that every faculty be evaluated. A copy of the evaluation should be sent to the faculty member and the dean's office. There was a discussion about the scale used to evaluate faculty. She asked the unit leaders to share their evaluation protocol on teaching, research and service, and said that she would put it on a google drive for everyone to see. She said that we will work on evaluation rubrics for next year.

#### **VI. Combining Departments Discussion**

Dr. Marcus Kondkar suggested that the unit leaders have a conversation about combining departments. Dean Calzada said that she had a conversation with the Provost about this and that cutting chair stipends and course release reductions might be an option. Dr. Kondkar expressed his concern that combining departments would create problems. There was also a concern about how the university is trying to reduce costs, by letting employees go, and then hiring a new purchasing staff. Dean Calzada said that it is all part of the Magis process and more details on purchasing procedures will be coming in January.

#### **VII. Fall Open House**

Associate Dean Quesada said that the Fall Open House is this Saturday and the changes that departments have asked to be made have been done. Dr. Kargol said that he would like to have all science students hear about 'all' of the sciences, and not put in silos. Dr. Quesada said that changes were brought directly from chairs to Nikita Milton.

#### **VIII. Syllabus Template**

A committee was created to look at syllabus to make them consistent and accurate. There is a proposal to have a syllabus part I, with all course academic matters, and a syllabus part II with other information (ADA, emergency information, etc.) Syllabus part II would be automatically uploaded to LORA and Blackboard.

#### **IX. New Incomplete Grades Policy**

Dr. Quesada said that there are many problems with incompletes. He said that if a faculty gives an incomplete, it also means that they are committed to work with the student for the next six weeks. Assignments and deadlines must then be detailed, so that the problems are not postponed. A new policy is under consideration. Dr. Quesada said that the incomplete grade policy will be a campus-wide policy and will be published in the bulletin. He said he would present this information at the next College Assembly.

#### **X. New Online Courses Cap**

Dean Calzada said that the new online course cap is 25.

**The meeting was adjourned at 5:00 p.m.**