

College of Arts and Sciences
Dean's Advisory Council Meeting – Bobet 202
November 7, 2016 • 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, Philip Dynia, Don Hauber, Craig Hood, Armin Kargol, Marcus Kondkar, David Moore, Uriel Quesada, Connie Rodriguez, Rae Taylor, Ralph Tucci, Bill Walkenhorst

I. Approval of Minutes

The minutes of October 3, 2016 were approved with one abstention.

II. Calendar

- November 7 – Spring/Summer 2017 registration begins
- November 15 – Phased Retirements: Deadline for faculty to apply for phased retirement program for AY 2017-2018
- November 28 – Part-time faculty contracts: Dean's offices begin preparing and submitting contracts for the spring semester
- December 1 – Vita Updates due
- December 9 – CAS faculty/staff holiday party
- November 15 – Connie Rodriguez announced an archaeology lecture, *Tomb Raiders and Terrorist Financing: The Islamic State's Illicit Traffic in 'Blood Antiquities'*, at 8:00 p.m. in the Whitney Room

III. CIP Codes

Associate Dean Quesada said that we have to include Classification of Instructional Program (CIP) codes in the bulletin. He said that we will have to modify the DPCL's with these codes, and also include this number when we submit a proposal for a new program. Dr. Quesada said that he would send the unit leaders a listing of the codes.

IV. Bulletin Information

Dr. Quesada said that the 2017-2018 bulletin closes March 9th. He urged unit leaders to send their new course proposals as soon as possible. He said that there will be four more Common Curriculum Committee meetings between now and March 9th on Nov. 17th, Dec. 8th, Jan. 12th and Feb. 2nd.

V. Office of Disability Services

Dr. Quesada said that the Office of Disability Services has hired two new counselors. Eric Aufderhar will handle students whose last names begin with A-M, and Samantha Pollard will handle students whose last names begin with N-Z.

VI. Incompletes

Dr. Quesada said that we are very close to the end of the semester, and he is concerned about faculty members giving incompletes to solve all kinds of problems. He urged the unit leaders to talk to their colleagues in the department about this issue. He said that if the student has a medical situation, depression, trauma, etc., to please contact the Office of Disability Services. Dean Calzada said that if faculty negotiate individually with students, it becomes problematic.

Dean Calzada said that incompletes turn into F's if the deadline has passed. She said that if a faculty member can't put together a timeline for the student to finish the work, they should not get an incomplete. Dr. Quesada said to please notify him about any IP's (in progress).

VII. Vita Updates

Dean Calzada said that vita updates are due December 1st. This will be the last year we use the vita update form which is on the CAS intranet, due to next year's launch of Faculty 180. All full time faculty, including extraordinary, should send their vita updates to their unit leaders and administrative assistants. She said to have the assistants pull sections 2A and F and put them in a separate Word document in alphabetical order. These sections (presentations and publications) will be used for the 2016 Provost Report. The assistants can send the vita updates and the Word document electronically in a group to Diane Riehlmann. Some unit leaders expressed that they will take care of this process themselves.

Dean Calzada also asked to please send any books published by faculty in 2016 directly to Melanie McKay by November 15th.

After an Executive Session, the meeting was adjourned.