

**College of Arts and Sciences**  
**Dean's Advisory Council Meeting – Bobet 202**  
**December 4, 2017 • 3:30 p.m. - 5:00 p.m.**

**MINUTES**

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**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:** Dr. David Borofsky

**I. Minutes Approval - November 6, 2017**

The minutes of November 6, 2017 were approved.

**II. Calendar**

- **December 8** - CAS Faculty/Staff Holiday Party, 3:30 p.m. - 5:00 p.m., Bobet 202
- **December 17** - Deadline for posting undergraduate and graduate grades - midnight
- **January 5** - Orientation for new undergraduate students
- **January 8** - Dean's Advisory Council, 3:30 p.m., Bobet 202
- **January 8** - All classes begin
- **January 23** - Faculty vita updates and evaluations due in dean's office

**III. Dr. David Borofsky - Magis Project Conversation**

Dr. Borofsky gave an update on the Magis Project and answered questions and concerns from the unit leaders. He said he was very encouraged about the number of applications received, and said that we need to maintain the pressure until May 1<sup>st</sup>. Dr. Armin Kargol noted that the Biophysics admit numbers were very promising. He asked if the Provost knew why and if he would be allowed to participate in yield activities for these students. The Provost reported that John Head has bought specific names for targeted mailings, and faculty will be asked to help with this recruitment effort. When asked about an update on sabbaticals, he said that the CAS College Assembly was very revealing to him, and that he was rethinking the matter. He then said that he would base any tenure line request to hires on data received on faculty ratio to students. He also said that he has not decided about cutting chair stipends, but needs \$70,000 worth of savings by next fiscal year. On course releases, he said that he does not agree with some of them, but needs to have more conversations about the situation. His concern is that faculty get a course release each semester to do research, but not everyone is doing research. He said if faculty are not doing research, and also not doing community service, they should be teaching a 4/4. There was also a concern from the unit leaders that the marketing to prospective students was superficial. Dean Calzada said that she would invite John Head to the next meeting.

**IV. Academic Honor Code - Associate Dean Uriel Quesada**

Dr. Quesada said that there is confusion about the academic honor code process. He said that in 98% of the cases the instructor issues the sanctions and lets the students know in writing. However, according to the current process, students should see the Associate Dean of the college to learn how to do an appeal. He said that the most common violation is plagiarism, and is explained in the bulletin.

[Attachment #1](#) clarifies the procedure. [Attachment #2](#) indicates the different types of sanctions and who is authorized to impose those sanctions. Everyone agreed that students need to be educated about this.

#### **V. Proctoring Exams and Administrative Assistant Meetings**

Dean Calzada said that she and Diane Riehlmann have been meeting with the administrative assistants on a regular basis, and it has been very positive. For example, through these meetings, we are solving problems and helping the assistants be even more efficient. The dean's office located an under-utilized copy machine and relocated it to Monroe Hall, which only had one machine for the entire building.

Some of the assistants said that they are asked to proctor exams. The consensus of the DAC was that staff should not proctor exams.

#### **VI. Policy on Giving Exams**

Dr. Doll explained that she could not find the policy on giving exams the last week of classes. Dr. Quesada said that he would look for that policy and send it to the unit leaders.

#### **VII. First-Year Seminar Courses**

Dean Calzada said that Daniel McBride is working on the First-Year Seminar courses for Fall, 2018. He will contact chairs and directors about what courses their units can contribute to the First-Year Seminar program.

#### **VIII. Chair Planning for Fall**

Dean Calzada said that the following departments should send a report, including departmental decisions on who the chair will be starting Fall 2018:

English - chair election needed

History - chair election needed

Math - chair election needed

Religious Studies - chair election needed

Sociology - sabbatical replacement of chair

Physics - sabbatical replacement of chair

#### **IX. Divisions of the College**

Dean Calzada presented [this attached document](#) that shows the number of ordinary faculty in the divisions of Humanities, Natural Sciences and Social Sciences. The number in Social Sciences is significantly lower than in the other two divisions making it difficult to staff committees with Social Sciences representatives. In Fall 2018, because of the move of Mass Communication to The College of Music and Fine Arts, the problem is even worse. The attachment considers two possibilities - having two divisions (Humanities and Sciences), or having three divisions categorizing History as a Social Science for committee representation only. Having two divisions would make it easier to staff committees and achieve quorums. However, as a negative, we would have to revise handbooks and we would lose representation in university committees (i.e., URTC and SCAP). We will discuss this further in the spring semester.

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