

**College of Arts and Sciences
Dean's Advisory Council Meeting – Bobet 202
December 5, 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, Erin Dupuis, Philip Dynia, Don Hauber, Armin Kargol, Marcus Kondkar, David Moore, Uriel Quesada, Connie Rodriguez, Rae Taylor, Ralph Tucci, Bill Walkenhorst

Also Attended: Laura Kurzu, Lindsay McLennan

I. Approval of Minutes

The minutes of November 7, 2016 were approved with one abstention.

II. Website Update – Laura Kurzu and Lindsay McLennan

Laura Kurzu, Vice President for Marketing and Communications, presented a PowerPoint, Strategic Alignment Summary and Approach, and gave an update of the redesign of the university website. She said that they are continuing to work with Ologie, and have listened to the feedback from faculty and staff. This is a massive redesign process and will be a 4-tiered process: discover, strategy, create, and develop. She said that there will be new design templates that faculty will be able to work with along with new tools for content publishing. Personal websites will also be allowed.

III. Calendar

- December 9 – Faculty/Staff holiday party
- December 18 – Deadline for posting undergraduate and graduate grades
- January 6 – Orientation for new undergraduate students
- January 23 – Faculty evaluations from unit leaders due in dean's office

IV. Faculty Evaluations

Dean Calzada read the college handbook section on faculty evaluations. She said that the referenced guidelines for extraordinary faculty evaluations on the intranet are out of date. For extraordinary faculty, what is important is that they be evaluated in those areas designated in their contract. Dean Calzada distributed [proposed changes to the guidelines for the extraordinary faculty evaluations](#). She will also provide these electronically and the DAC can discuss them in the spring. It was noted that the college handbook has January 15th as the due date for the evaluations. This date is not in agreement with the administrative calendar. A proposed handbook revision will be brought to the College Assembly. Dean Calzada reminded the DAC that the Provost is asking us to consider research active status on the evaluations.

V. CLEP Scores – Uriel Quesada

Associate Dean Uriel Quesada said that the CLEP score guidelines disappeared from the bulletin, and that we should add them back in. He handed out an [external credit by examination chart](#), and said that he would contact departments for approval about the scores, so that they can be published in the 2017 bulletin.

VI. Disability Services Report- Uriel Quesada

Dr. Quesada said that there is a new procedure to follow when a student has a disability and goes to the Office of Disability Services (ODS). He said that ODS recommends accommodations and those accommodations come to him for approval. Dr. Quesada said he would assess between 75 and 100 students per semester. He said students must have a documented disability for accommodations.

VII. Other

Motion: The College of Arts and Sciences asks that, rather than diverting the college's already depleted faculty from their primary responsibilities of teaching and scholarship by requiring departments to engage in semester-long self-studies five years after the last external review, SCAP use the most recent annual reports as the basis for its internal in-depth reviews of departments, requesting more detailed information where needed. Reports every ten years that include external evaluation should continue to be based on in-depth self-studies. Based on the outcome of the 10-year external reviews, SCAP can require that certain programs complete in- depth self-studies five years later.

If SCAP chooses to insist upon its five-year in-depth self-studies next semester, the college needs a decision as soon as possible so that departments will have time to reallocate their limited resources to undertake these self-studies and cancel their planned recruitment, retention, development of new programs, and fund-raising activities in the spring.

The motion was seconded and passed.

After an Executive Session, the meeting was adjourned.