

College of Arts and Sciences
Dean's Advisory Council Meeting – Bobet 202
March 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, Connie Rodriguez, Rae Taylor, Ralph Tucci, Bill Walkenhorst

Also Attended: Brad Petitfils, Richelle Voelker

Hearing no objections, Dean Calzada changed the order of business to accommodate the guest speakers.

I. Office of Disability Services – Brad Petitfils, Richelle Voelker

Brad Petitfils gave an update on the recent audit of the Office of Disability Services (ODS). He reported that the biggest concern was the relationship between ODS and faculty. There is now a full staff with two additional advisors and Al Alcazar taking on the role of liaison between the office and faculty. He said that the ODS also fully supports online programs and can help facilitate those exams.

Richelle Voelker said that through the help of a donor, a new online portal, Clockwork, will launch in August and will allow faculty to send their exams safely electronically and view appropriate student disability documents. She thanked everyone for working together to help make a difference for the 435 students who have disability accommodations.

II. Minutes Approval

The minutes of February 6, 2017 were approved with one abstention.

III. Calendar

March 6 – Unit leader submit 4th year pre-tenure review materials to the dean

March 10 – Mid-term deadline for posting grades – midnight

March 18 – President's Open House

March 20 – Summer/Fall 2017 early registration advising begins

March 31 – Deadline to submit Faculty/Staff Excellence Award nominations with complete packets to the dean's office by 4:30 p.m.

March 31 – All information to be given at CAS Honors Convocation due in dean's office by 4:30 p.m. Refer to awards instructions on CAS intranet

IV. President's Open House and Other Yield Activities

Associate Dean Uriel Quesada said that everything is in order and staffed for Open House. Dr. Bill Walkenhorst reminded everyone about the poster session.

Dean Calzada gave an update on other yield programs. She said she has been meeting with Michael Betz, and the goal is to get 670 students. The assessment is that there would not be phone calls since they don't produce the best result. They have created a plan that includes utilizing faculty, current students and marketing. The focus will be on Open Houses, handwritten notes and emails. Open Houses are the most beneficial yielding 65%. There will be a second Open House on April 22. Pre-addressed postcards are coming soon that can be handwritten by faculty to admitted students. Emails can be sent from Slate, so that it looks like it comes from faculty, and can be more personal. Texting programs are also in the works with Admissions, a first-year free books program, Facebook live events, and out of town

recruiting events. Dean Calzada said this is all a part of Project Overdrive and Project Magis, and thanked everyone for their efforts. She said that the Office of Enrollment Management posts a new dashboard every Wednesday.

V. Honors Convocation

Dean Calzada said that an updated document with awards instructions is on the intranet. It provides deadlines and information on the Convocation which will be on Friday, May 12th at 11:00 a.m. in Roussel Hall.

VI. Proposed Handbook Revision

Dean Calzada presented two handbook revision proposals by the CPT (attachment). With the consent of the Dean's Advisory Council, they will be brought to the College Assembly for approval.

VII. B.A. Interdisciplinary Studies Update and Time of Evening Courses

Dean Calzada said the B.A. in Interdisciplinary Studies has been approved. She then explained that the 4:55 p.m. – 6:10 p.m. timeslot for courses are not appropriate for evening students. She said that Melanie McKay is suggesting changing the start time to 6:00 p.m. Some unit leaders expressed that 6:20 p.m. would be better. Dean Calzada asked everyone to check their 4:55 p.m. courses to see if it makes sense to change them to 6:20 p.m. Some suggested that the 4:55 p.m. start time should remain.

VIII. Update on SCAP 5-year Review/Annual Report

Dean Calzada shared a document used by SCAP comparing annual reports and the SCAP program review document. SCAP has recommended revising the annual report to serve as the 5th-year SCAP review document.

After an executive session, the meeting was adjourned.

Attachment: Proposed Handbook Revision

Proposed Handbook Revisions:

College Planning Team (CPT)

MEMBERSHIP

Seven ordinary faculty members serve on this committee. Two faculty representatives (and one alternate) are elected from each division of the College (the Humanities, the Natural Sciences and the Social Sciences). One faculty member (and an alternate) is elected from the Dean's Advisory Council. Elections are held in the spring and completed by April, with no two members from the same unit.

The terms for these seven representatives are three years (staggered following the first election so that there will be continuity). The terms are renewable.

In addition, the Dean will appoint one representative each from SCAP and SPT. The Dean will also appoint an alternate from each of these committees. The terms for these two representatives are one year, renewable. These appointed members serve until their replacement is appointed.

The Dean is a voting member of the Committee.

The Dean and a faculty member elected by the Committee will serve as co-chairs.

NEW LANGUAGE

MEMBERSHIP

Four ordinary faculty members serve on this committee. One faculty representative (and one alternate) are elected from each division of the College (the Humanities, the Natural Sciences and the Social Sciences). One faculty member (and an alternate) is elected from the Dean's Advisory Council. Elections are held in the spring and completed by April, with no two members from the same unit.

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College Rank and Tenure Committee (CRTC)

MEMBERSHIP

The Committee shall consist of nine tenured faculty members, three elected from each division of the College. Alternates from each division will also be elected. All full-time tenured faculty members are eligible to be elected, except those holding administrative posts and persons serving on the University Rank and Tenure Committee (URTC). Only one member from any unit may serve on the Committee at a given time. Members shall serve staggered three-year terms. Faculty members will recuse themselves when the CRTC considers and discusses their promotion application.

NEW LANGUAGE

MEMBERSHIP

The Committee shall consist of nine tenured faculty members, three elected from each division of the College. Alternates from each division will also be elected. All full-time tenured faculty members are eligible to be elected, except those holding upper administrative posts (Unit Leaders can serve in the CRTC) and persons serving on the University Rank and Tenure Committee (URTC) or the University Conciliation Committee. Only one member from any unit may serve on the Committee at a given time. Members shall serve staggered three-year terms. Faculty members will recuse themselves when the CRTC considers and discusses their promotion application.

