

**College of Arts and Sciences**  
**Dean's Advisory Council Meeting – Bobet 202**  
**August 15, 2016 • 12:30 p.m. – 2:00 p.m.**

**MINUTES**

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**Call to Order**

Dean Maria Calzada called the meeting to order at 12:30 p.m.

**Attended:** Terri Bednarz, Joe Berendzen, John Biguenet, Maria Calzada, Sonya Duhe, Erin Dupuis, Philip Dynia, Don Hauber, Nathan Henne for Eileen Doll, Craig Hood, Armin Kargol, Marcus Kondkar, David Moore, Uriel Quesada, Connie Rodriguez, Rae Taylor, Bill Walkenhorst

**Also Attended:** Glenda Hembree, Naomi Yavneh, and Petrice Sams-Abiodun; were introduced and left after lunch

Dean Calzada welcomed the new chairs – Joe Berendzen of Philosophy and Bill Walkenhorst of Chemistry and Biochemistry. She also welcomed Craig Hood of the Environment Program, who will be attending DAC meetings.

**I. Approval of Minutes**

The minutes of May 2, 2016 were approved with one abstention.

**II. Calendar Review**

- August 15 – 17 – Orientation
- August 17 – Advising and Registration
- August 18 – College Assembly in Nunemaker Auditorium with reception following for faculty and staff. Dean Calzada urged everyone to wear their new CAS t-shirts.
- August 23 – Meet the Majors
- September 1 – Pre-Health Meeting with Dean

**III. Elections to Curriculum Committee**

Dean Calzada said that more representatives are needed for the Curriculum Committee. The current membership is listed on the CAS intranet. She asked the Dean's Advisory Council to endorse the current faculty on the committee so that they could finish out their terms. Hearing no objections, she said that the current Curriculum Committee membership is endorsed. Votes were taken for the open seats, and the following faculty were elected: Natural Sciences – Don Hauber, Social Sciences – Kelly Frailing and Natasha Bingham.

**IV. BioInquiry Appeal – Uriel Quesada**

Dr. Quesada said that last year the CCC voted on the BioInquiry course that Biology brought for approval. After several proposal changes, the CCC decided not to approve this course. According to the college handbook, DAC becomes the appeal body. Dr. Quesada said that DAC should review the appeal and recommend a decision to the dean. The documents have been posted on the intranet DAC page. He went on to say that the main disagreement is that Biology wants the course to be a major requirement and the CCC thinks it should be an elective. This issue will be discussed at the next DAC and Dr. Hauber and Dr. Karen Rosenbecker will be available to answer questions. The decision then goes to the dean. Dr. Quesada said to call him with any questions.

**V. Student Athletes – Uriel Quesada**

Dr. Quesada said that he and Dean Calzada met with Athletic Director, Brett Simpson, over the summer about academic issues with student athletes. Although there are about 100 student athletes in our college, only about 5 have GPA's below 2.0. He said that he sent emails to the departments with information on student athletes and their schedules for the fall. Don Hauber was particularly concerned about women's volleyball players, practice and competition schedules, and science labs. Dr. Quesada said that we need to identify the students who are having scheduling issues and address the situation right away.

**VI. Travel Guidelines**

Dean Calzada went over the travel policy which can be found on the CAS intranet. She said that a presentation will be required for funding. Being on a panel or serving as a moderator is also OK. She said no one has been denied travel funding in the last several years.

**VII. Carter and Bobet Fellowships**

Dean Calzada said that if faculty are requesting funding for travel and don't have a paper to present, they can apply for a Carter or Bobet Fellowship. Both are done on a rolling basis with the Carter Fellowships being approved in the fall, and the Bobet Fellowships being approved in the spring. The LUCS Fellowships have been folded into the Carter to streamline processes. All funding must be spent by July 15<sup>th</sup> of the fiscal year. There is also additional funding for undergraduate students to do research, travel, etc. For regular travel, only tenure and tenure-track faculty may apply. Extraordinary faculty may apply for Carter and Bobet Fellowships. In previous years endowed professors and chairs were not funded for these fellowships; now we are just discouraging them from applying

Dean Calzada also said that there is a Special Request form that can be submitted to the dean's office for more modest funding, i.e. sending students to conferences, paying for speakers, conference organization or sponsorship of conferences. This form, along with the fellowship information, can be found on the CAS intranet.

**VIII. U-Achieve**

Dean Calzada said that the U-Achieve contract has been signed. She stated that we are actively working on setting up programs in U-Achieve, and the stated goal is for all of the CAS programs to be ready in October. Training will begin soon. Other college programs will be ready by February of 2017. By fall of 2017 we will hopefully have two years loaded into U-Achieve, and will work our way out of On-Course in two additional years.

**IX. Faculty 180**

Dean Calzada said Faculty 180 is the system to track faculty activities of teaching, research and service. This system is a way to streamline the process online. Eventually, faculty would upload their info into Faculty 180. The Provost Report can easily come from this, along with accreditation documents, and annual reports. This year Vita Updates will be done as before, and are due December 1<sup>st</sup> to Diane Riehlmann. She said that she would post the vita update form to Google Docs for comments. Dean Calzada said she recommends that Mass Communication, English and Chemistry serve as guinea pigs for Faculty 180. They will also send the vita updates to Diane, who will then send them to Leslie Culver. Student workers will input the info into Faculty 180. Training sessions for Faculty 180 will start in the spring. The goal is to replace vita updates with Faculty 180 for 2017. Faculty evaluations for tenure and promotion will also eventually be done on Faculty 180. Dr. Dynia suggested that administrative assistants be included in the trainings.

**X. Report on Enrollment**

Dean Calzada shared with the DAC a spreadsheet showing enrollments and full-time faculty numbers since 2004 ([Attachment](#)). Undergraduate numbers have decreased 28%. Ordinary faculty has

also decreased 27% while full-time faculty has decreased by 10%. Unit leaders pointed out that the extraordinary faculty numbers are deceiving. Dean Calzada agreed and said she would investigate those numbers further with OIRE. She focused the DAC's attention to the enrollment numbers. In 2004 we had 3,721 students. In 2015 we had 2,686 which is resulting in decreased numbers in our classes. She asked departments to consider their program for efficiencies.

**The meeting was adjourned at 2:00 p.m.**