

College of Arts and Sciences
Dean's Advisory Council Meeting – Bobet 202
December 3, 2018 • 3:30 p.m. - 5:00 p.m.

MINUTES

Call to Order

Dean Uriel Quesada called the meeting to order at 3:30 p.m.

Attended: Teri Bednarz, Eileen Doll, Erin Dupuis, Hillary Eklund, Kelly Frailing, Don Hauber, Craig Hood, Leonard Kahn, Armin Kargol, Martin McHugh, David Moore, Uriel Quesada, Jaita Talukdar, Ralph Tucci, Bill Walkenhorst, Roger White

Also Attended: Carol Ann MacGregor, Lesli Harris, Paul Buehler

I. Minutes Approval

The minutes of November 5, 2018 were approved with one abstention.

II. Calendar

- **January 15** - First year faculty - renewal/non-renewal recommendation letters due to dean's office for contract in 2019-2020 (2nd year of service)

III. Spring 2019 Budget Estimates

Dr. Quesada announced that chairs need to submit their spring 2019 budget estimate reports one week from today. He passed out a sample budget document, and urged everyone to make sure expenses are on track. In the coming days, a first draft of the 2019-2020 budget will also be due.

IV. Online Vita Updates - Dr. Carol Ann MacGregor

Dr. MacGregor spoke about a new way that faculty will track and report their information and update their vitas. This online faculty activity update form link will come from the dean and will go to all full-time faculty. The criteria for evaluation will not change, and faculty will be able to upload their CV's. All chairs and deans would get the responses. There will be a new deadline for the update sometime in January. The deans will vote to approve the form in early January.

V. Space Audit Report - Ms. Lesli Harris

Ms. Leslie Harris introduced herself as the new Chief of Staff, and spoke about a spring-cleaning initiative that she is working on with Tommy Raymond. Their audit shows that there is an abundance of space on campus. Some of these offices have been abandoned, but need to be cleaned out. Ms. Harris said that each department owns their own space, and it is not being taken away. Tommy Screen is updating the document retention policy, and will send that out soon. For now, unimportant or very old documents can be recycled, shredded or scanned. If anyone needs furniture or office supplies, contact her or Mr. Raymond. She said that if anyone is interested in being on the Space Planning Committee, to email her.

VI. Progression Plans - Dr. Paul Buehler

Dr. Paul Buehler, Director of Academic Advising in the Student Success Center, said that the four-year progression plan will be in the next university bulletin. He said he is using the plan utilized last year and would like for the chairs to make changes before the bulletin comes out. Dr. Buehler said that he will send the plans to the chairs to make these changes. He said this is important because it is used for a base line for U-Achieve.

VII. Nominations for Online Training Course

Dr. Quesada asked the chairs to send him the names of those who are interested in taking the online training course by December 10th. He said whoever takes this training is expected to teach online.

VIII. Not Declaring Major Until 2nd year/Not Declaring a Natural Science Major Until Student is Calculus Eligible

Dr. Quesada that the declaring major issue was supposed to be discussed at the dean's meeting but wasn't. He commented that not declaring a major until 2nd year has not been successful, and that students who are not calculus eligible should be under the umbrella of the Student Success Center until they are. Dr. Quesada said that he will have more on this topic later.

IX. Orientation - Dr. Armin Kargol

Dr. Kargol reported that orientations will be changing from 3 days to 2. He said that there has been a question as to what kind of pre-orientation information faculty would like to have. Other changes include going back to having lunches sponsored by colleges or departments. The chairs commented that the lunches were chaotic. Dr. Kargol asked the chairs to send him any ideas on how to make orientation better.

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