

College of Arts and Sciences  
Chairs Council  
November 13, 2018

Present: Ballard, Berchild, Brake, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Conant, Fischer, Glende, Glendening, Hall, Hantzis, Hill, Kruger-Newsham, Olsen, Perrin, Selman, Sheets, Stofferahn, Woods, Yousif

Absent: Clark, Seung

I. Approval of Minutes from October 30, 2018 – Approved as submitted.

II. Announcements (Chris O.)

- Bryce Yates would like to form a faculty advisory committee to look at diversity issues and supporting university efforts in that area. Please email Olsen with names of people who might be interested.
- Olsen, Ballard and Fischer are heading to CCAS in the morning.
- Amy Demchak, from Staff Benefits, asked Kruger to tell the chairpersons that she is seeking faculty and staff to serve on the university wellness committee. Please email names to Amy.
- Jen Keller needs to know who the banner carrier is for CAS. Hantzis will send a name.
- Jennifer Inlow has agreed to be the incoming chairperson for Chemistry and Physics effective in June 2019.
- Yousif regarding FAD workflow.
  - A large group of third and fourth year evaluations is entering the FAD workflow.
  - The CVs do not always appear where they should, so plug them in as an additional document.
  - It is important to make sure the start date entered on the report is the first day in which the faculty member started at ISU. If credit for years of service is given, be sure to calculate that into the date.
  - Make sure to enter syllabi in the syllabi slot and not in course evaluations.
  - Material may be missed and not accurately evaluated if items are in the wrong place.
- Olsen reiterated that before the report leaves the department, it is important to make sure that nothing is missing or recorded in the wrong place because once it leaves the department, it is harder to send back to the faculty.
- Selman asked the college to provide guidance on when external reviewer's letters are added to FAD; does the chair or the faculty member upload them. Olsen replied that we could provide some training on an off-Tuesday.

III. "Ascend" – Career opportunity for students (Olsen and Fischer)

- Ascend is a public/private corporation, based out of Indianapolis. They represent employers in nonprofit, education, government, engineering, business, life sciences, and healthcare.
- There is no cost for our students to use the service.
- The company matches students with employers and is a hands-on way for students to get help with their résumés and cover letters.
- They uploaded the resume and cover letter for the employer. Nearly all students who use their service get a meeting with a prospective employer.
- Ascend primarily works with juniors and seniors but they also work sophomores to help connect them to internships.
- Direct questions to the Career Center.

- IV. Registration – questions, discussion
- Ballard said that the problems with the online registration system have caused delays with priority registration. Until this Thursday, honors, athletes, seniors, and graduate students can register.
  - Hantzis continues to be concerned about a class that is already full and is required for graduation but is offered only in the spring. Why doesn't the Registrar's assign rooms based on the enrollment size and not the faculty member's room preference?
  - Sheets shared his frustration that athletics are required to block out noon-4:00 because of practices but then it creates problems with scheduling them in the classes they need for their degree requirement.
  - The chairpersons in attendance frequently experience the same frustrations that Hantzis and Sheets mentioned.
- V. Alumni surveys and mentors updates (Olsen and Fischer)
- Fischer stated that the Biology alumni survey is going out this week with Psychology's survey to follow. So far, the return rate is around 20%.
  - History has a "donate now" button on their website. Terri Hill, Advancement, encouraged the chairpersons to contact her to get a 'donate now' button on their website.
  - Olsen attended a meeting with Advancement and shared that alumni survey and mentors are going well. He noted that the number of donors to CAS has gone up significantly and he believes that some of the alumni outreach has helped with those numbers.
  - Olsen shared that we are beginning to get volunteers to mentor as the president and provost talk about the Mentor Program in different events and meetings. Olsen directs interested alum to speak with the chairpersons first before officially become a mentor.
  - Stofferahn asked how to match a graduating senior with a mentor. Olsen suggested that the chairpersons send them to a mentor they feel is best and encouraged them to distribute the alumni throughout their mentor list.
- VI. Instructional budget update (Olsen)
- We anticipate a possible decline in new freshmen enrollment this fall.
  - Olsen asked the chairpersons to think about the decline as they plan the 2019-2020 schedules.
  - We should also be very careful, as always, about part time hires.
  - Olsen observed that a 1% cut translates to a reduction of over 50 sections.
  - The University is on track to graduate (possibly) the largest class in ISU history this spring.
- VII. Your items for discussion
- Olsen mentioned that the Arts networking event is tonight.
  - Ballard reminded the chairpersons that we need their assistance at the Transfer Orientation scheduled for November 30.

Next Meeting: Tuesday, November 27

College of Arts and Sciences

Chairs Council

November 27, 2018

Present: Ballard, Berchild, Brake, Brown, Scott Buchanan, Cavanaugh, Conant, Fischer, Glende, Glendening, Hall, Hill, Olsen, Perrin, Rider, Sheets, Stofferahn, Yousif

Absent: Stan Buchanan, Clark, Hantzis, Kruger-Newsham, Selman, Seung, Tucker, Woods

I. Approval of Minutes from November 13, 2018 – Approved as submitted.

II. Announcements (Chris O.)

- Ballard informed the chairpersons that we need an instructor for General Studies 499 for the spring. The class is a final requirement for the general studies major. Please contact him as soon as possible with recommendations for an instructor. FYI, it is now a three-credit course and is mentored with a distance component. Ballard will email the syllabus to the chairpersons.
- Yousif announced that the formal notice of capital projects from Academic Affairs is expected soon. He clarified that this is for capital projects as opposed for equipment allocation. Areas to focus requests on are student success, career readiness, and enrollment. The deadline is December 7<sup>th</sup> to the Dean's Office.
- Yousif will contact chairpersons with questions from HLC regarding documentation that the people teaching courses are qualified to teach the courses they are teaching.
- Olsen asked if there were any questions about FAD, and noted that the 3<sup>rd</sup> and 4<sup>th</sup> years are now coming through the workflow. Chairpersons commented that the workflow allows them to catch missing items and send it back to the faculty or to the personnel committees.
- Yousif recommended for chairpersons to use the CAS report button instead of the instructor button to include items such as CV and scholarship.
- Olsen shared that Faculty Council representatives might come to their chairpersons to ask what departmental guidelines are in place for the faculty search process.

III. Foundational Studies, Career Readiness, Recruiting (CCAS follow up)

- Olsen shared that most of the discussion at the CCAS conference was about marketing and recruiting for Arts and Sciences.
- Olsen suggested starting with the CAS Career Readiness group that is in place at the college level. Ballard and Fischer spoke about starting in the spring with a group to look at deliverables for FS classes and UC advisors or possibly, creating curriculum proposals that would be most likely interdisciplinary. Olsen added that it would be helpful to work more closely with UC advisors, Admissions recruiters and advisors, and departmental advisors.
- Olsen asked the chairpersons what they currently do in regards to recruiting.
  - Scott Buchanan said that Music faculty staff visit 15 high schools every year and work with their choirs and the band staff. He stated that the Music web page used to have a “did you do choir or music” button but Admissions took it away without any consultation. Buchanan used to get up to 500 emails annually that he would reach out to personally.
  - Olsen commented that juniors and seniors in high school in exploratory studies are a good group of students to draw from for more majors to CAS.
  - Stofferahn wondered how many of the freshman coming in are fulfilling their foundational studies requirements through College Challenge. He added that ORR is beginning to look closer at the numbers to make College Challenge an actual data point.
  - Rider shared that they go to their state conference and set up where the vendors are to put out our literature. Rider added that another factor that limits us is that UC doesn't allow

students to declare a minor. Fischer agreed, and felt that students selecting a minor is a topic we should speak about with the UC.

- Ballard had an opportunity to speak with students at Sycamore Preview Days. He and Holly Hobough would be pleased to have CAS faculty join them on the panel to represent CAS. It would be helpful to have a pool of people commit to one or two hours a year to speak on the panel. Ballard noted that it is strictly an academic presentation.
- Stofferahn suggested contacting alumni employed in a field completely different from their degree to show the range and variety of careers in CAS.
- Fischer mentioned the President Scholar interviews and the Experience State Days are both fantastic opportunities to sell the College.

#### IV. Graduate credentials/programs

- Olsen shared that the deans are scheduled to meet with the graduate school dean to discuss the allocation for GAs for the coming year. Olsen asked the chairpersons to think of their own programs in terms of certificates or “credentialing” and email him with their current practices or suggestions.
- Cavanaugh shared that the Department of Art is beginning to get undergraduates and graduates together more often so the undergraduates can hear about graduate school from graduate students currently in the programs. The graduate students are a great resource for recruiting our current undergraduate students for the graduate programs.
- Brake asked about the status for the 4+1. Ballard replied that OIT and ORR are finding problems with importing data from Banner into the procedure for 4+1. Fischer added that all three of the accelerated programs are at the Graduate Council for review.

#### V. Your items for discussion

- Ballard shared that Institutional Research has created a new section in Blue Reports in the Student Success session (not yet live) has the ability to identify at risk students in your majors using criteria such as the cumulative GPA or if a 21<sup>st</sup> Century Scholar is missing credits. He is optimistic that it will allow us all to be proactive in identifying students who are at risk.
- Olsen mentioned that he has not gotten any word on the Banner screens that we deem critical. Ballard received an email from April Hay that stated that the SZASRQ will be covered in an Argos report but that is not as accurate as Banner.

Next Meeting: Tuesday, December 11

College of Arts and Sciences

Chairs Council

October 30, 2018

Present: Ballard, Berchild, Brake, Brown, Scott Buchanan, Cavanaugh, Conant, Glende, Glendening, Hall, Hantzis, Hill, Kruger-Newsham, Olsen, Perrin, Selman, Sheets, Stofferahn, Woods, Yousif

Absent: Stan Buchanan, Clark, Fischer, Seung

I. Approval of Minutes from September 25, 2018 – Approved as submitted.

II. Announcements (Chris O.)

- Last year, the Faculty Council passed a guideline for workload MOU's for instructors, specifically instructors who are not teaching five courses. The form is signed by the chairperson, the chair of the personnel committee, and the dean and applies only to three-year instructors.
- If instructors receive a reasonable request from an online student to meet them, they should not be turned away.
- Kathy Lee will serve as acting chair for MST for the spring semester as Tina Kruger is on sabbatical.

III. FS classes, recruiting (Chris F.)

- How can he help reach out to exploratory majors.
- Fischer will generate a list of students and reach out to faculty.
- Fischer has generated some materials for the Majors Fair. He asked the chairpersons if there are a large number of first year students that we should target, on the other hand, are their classes you would rather exclude.
- Consensus: don't exclude anyone.

IV. HLC update, credentials (Bassam)

- Part of the HLC accreditation is that we must show materials about the qualifications for our faculty. Olsen shared that we are starting now as we have roughly 6 months to a year to have our portion completed before accreditation.
- Academic Affairs has asked us to indicate in FAD whether the instructors are qualified. The requirement is 18 (graduate) credit hours in the field they are teaching. Instructors who do not have 18 credit hours but who publish, research, or have professional experience relevant to what they are teaching can be acceptable, must make an argument (as before).
- Olsen stated that this is the initial pass with Susan, who is the accreditation coordinator.
  - Hantzis asked how to record professional experience in FAD. Yousif replied that there are prompts that direct the entry about if they are qualified to teach the course.
  - Hantzis asked who assumes accountability for saying the instructor is qualified or not. Yousif responded that the dean's office is responsible for the decision.
  - Hantzis added that we must also remember to include our college challenge teachers. Yousif responded that they are not included in FAD – or for HLC accreditation.
- Classes taught by first-semester graduate students will be a difficult case to make.
- Ballard stated that sections 3 and 4 of HLC do not clearly define how to record college challenge teachers versus actual faculty so we need to determine an internal process. Fischer is interested to pull together a group to define the process, and review the College Challenge effort overall.

College of Arts and Sciences  
Chairs Council  
September 25, 2018

Present: Ballard, Berchild, Brake, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Conant, Glende, Glending, Hall, Hantzis, Hill, Olsen, Perrin, Selman, Sheets, Stofferahn, Woods, Yousif

Absent: Clark, Kruger-Newsham, Seung, Tucker

I. Approval of Minutes from September 11, 2018 – Approved as submitted.

II. Steve Neiheisel, Vice Provost

- I have come here through the group called The Registry. Members of The Registry come in to help bridge some gaps and to move things along for the permanent appointee. My contract is through the end of the calendar year.
- My background is chief enrollment officer (dean, chair, provost, vice provost). My masters and doctorate are from The Ohio State University.
- The provost established a SEM (Student Enrollment Management) Council. Both the president and the provost provided some emphasis that enrollment is important and that people must engage. We are down in enrollment this year so we want to increase in 2019
- This campus, for the past 10 years, has worked on a one-year plan. My preference is a four-year plan because I feel it works best with budget and enrollment cycles. The SEM Council meets weekly and will rotate agendas between the 2019 initiatives and long-term goals.
- The 2019 initiative is a persistence campaign for retention and continuation. The first initiative is to try to close the gap before the end of the spring semester. We are looking for an institutionally wide orchestrated effort around priority registration to get students registered before they leave for Christmas. Similarly, at the end of spring to make sure they register for fall before they leave in the spring.
- The second initiative is to identify and target selected programs for growth. Can we invest marginally in marketing? Can we identify distinct market segments? We have not tapped into this market. Do we have programs that have the capacity, that have demand and have distinct markets in which we can invest? The caveat is that they be current programs for fall 19.
- Third, is accessing the National Student Clearing House to find students interested in ISU, but who are not here yet. If they are at a community college, we can go recruit them as transfer students. Look at the admitted students who did not enroll and actively recruit them. We are going to find the students who did not come back and try to bring them back. Follow up with the students who enrolled or are interested in ISU.
- Fundamentally, transfers, online and graduate students need to be growth engines for this campus. Each are not mutually exclusive of the other. Use these areas to grow while we address financial aid and academic preparation of the freshman.
- The previous ten years have made us a healthy institution, but it is simply not a sustainable model.
- Dual admission is an option with IvyTech. Let them live on campus and attend the events if they want to.
  - Olsen asked what we could do to help between now and spring. A: The challenge is on us in the enrollment and marketing area to connect students. We need to filter and give you the tools to follow up with the students. The level of engagement is the key to retention. Obviously the more engaged the student is (job, dorm, club, faculty member, GA) the better chance we have in retaining them. We want to apply that principle from admissions to enrollment.
  - Hantzis shared that chairpersons receive a list of names with students interested in their area. She has a specific group of 2-3 faculty who she has the students meet with. She added that it would be helpful if admissions let the chairpersons know if their parents are alumni.
  - Sheets stated that he would appreciate feedback after they meet with the students and parents to know if their efforts are successful.
  - Rider asked Neiheisel what advice he had for international student recruiting. A: Internationalization of the campus and the learning experience is valuable and important. The likelihood of significant enrollment growth from their countries to ours will be limited for the next few years because of the external circumstances. International students who are already transfers could play a factor.

- Yousif asked if we should continue to raise our standards for admissions. In addition, in the college we have many programs that are relatively inexpensive, what is your view of charging different amounts for different majors. A: The higher the admissions standards the higher the retention rate. A 3.4 GPA will generally fall in the neighborhood of the low 80s for retention. The challenge will be the access question with transfer students, and the support systems to grow the retention. Two primary indicators of a successful high school student moving on to college were languages and math.
- Brake wondered if there is going to be any emphasis on processing articulation agreements with transfers. A: Neiheisel is working with institutional research and the registrar's office to be more involved in enrollment.
- Neiheisel commented that the online development team here is a strong crew and they do great work. Should not our services have the expertise of our instructional technology people to make our online services and websites easier for our students to use when it comes to transactional processes? All of our operational stuff should be self-service and then we help those who need help.
- Selman: In the graduate school, we used the clearinghouse to determine if a student left a school with a financial hold. Ballard wondered how they could get the transcripts for enrollment here.

### III. Announcements and Reminders (Olen)

- Olsen will be out of the office next week.
- Assessment/Student Success reports are due to the Dean's Office by October 1. The graduate assessment reports are on the same report.
- Homecoming: Get your table reservations in to Nancy.
- Please continue to notify Bassam about FAD and Workflow problems as the Pre-tenure reviews come forward. Yousif asked that lecturers use the CAS P&T report as opposed to the lecturer report so that the vitae appear. Hantzis suggested they copy and paste the vita into the report.
- Interim grading begins this Thursday with grades due next Tuesday. If someone missed the attendance reporting, please make sure they get the interim grade because if they miss both it will not be good.
- A representative from Barnes and Noble will be here in SH211 on Thursday from 11-2 to help with bookstore orders.
- Olsen asked the chairs to let their new tenure track or instructors know that he will use their name and a one sentence description of his/her specialty in his fall address. Please email Olsen with a one-sentence synopsis of their specialty.
- Ballard informed the chairs that Robin is no longer with ISU. We need syllabi from a number of you for the CTL project to go along with our previous discussion about transfer articulation. Please send them to me by Thursday at the latest.

### IV. Your Items for Discussion

- Hantzis: The Study Abroad Fair is this Thursday from 11-4 in Dede I.

Next Meeting: Tuesday, October 9

#### V. Advising discussion updates (Olsen)

- Olsen referred to a report from Josh Powers that argued for increased professional advising.
- Focusing on sophomore year with an intentional process to transition them from the University College to the traditional colleges and majors, and then specializing in outreach to students with holds and some populations: transfer, international distance-only students.
- The provost is committed to compensating, in an official way, faculty who are advisors. We do not know yet whether that means money or reassigned time. We can be certain that some assessment will be required.
- General discussion:
  - Hantzis is concerned about faculty being compensated, in some way, without abandoning the idea that we can quantify reassignments in the advising workload. It sounds like only those being compensated will be assessed, and that is unacceptable.
    - Olsen observed that quantifying the time is better rather than the number of students seen. All advisors will be assessed.
    - The chairpersons in attendance agree that there must be some type of assessment, whether it be through BR or P&T.
  - Ballard added that the primary major advisor is how we are counting advisors.
  - Selman asked about the request for advisor changes through the Dean's office. Ballard responded that we do not honor student or faculty request for change of advisors without first going to the chair in each case. He added that someone who is receiving a release from teaching to advise has less teaching on which to be evaluated. Hantzis shared that they do not allow changes in the first two weeks of the semester so the advisor and the student can get used to each other.
    - Olsen agreed that this is a serious workload issue especially for the faculty that we really want to have out there. Ballard observed that often it is same person who is meeting prospective students, advising and teaching.
- Ballard is advocating for a university wide look at the advising processes.
- Olsen mentioned that the decision on the advising software, EduNav should come in January.

#### VI. Instructional Budget updates (Olsen)

- Reminder that while sabbaticals are in the budget we are still going to ask departments to cover those as much as possible. There is money there and we can help some, but mostly it's going to be directed to PT lecturers.
- Use the budget from this fall, or maybe reduced a little bit, as you start to plan your schedules for 19-20. Try to be as efficient as you can on seat allocations, keep track of Blue Reports.
- Remember that your FT lecturers are not in the budget for next year, they are one-year appointments.

#### VII. SEM updates

- The council has been meeting on Fridays and is moving forward on the fall 20-19 programs that they have identified as places that we might infuse students, quickly.
- The bigger deal is the 4-year cycle because fall of 2020 is where we can make meaningful changes.
- The university-wide institutional research effort is beginning to calculate the cost of programs.

#### VIII. Your items for discussion

- N/A

Next Meeting: Tuesday, November 13



College of Arts and Sciences

Chairs Council

September 11, 2018

Present: Ballard, Berchild, Scott Buchanan, Stan Buchanan, Cavanaugh, Conant, Glendening, Hall, Hantzis, Hill, Kruger-Newsham, Olsen, Perrin, Selman, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Brown, Clark, Glende, Seung

- I. Approval of Minutes from July 10, 2018 – Minutes approved as submitted with one abstention.
- II. Chairperson liaison to AFAC of Faculty Council
  - This is the administrative and faculty affairs committee of FC.
  - Selman agreed to serve as liaison.
  - FC officers are, Kevin Bolinsky, Chair. Randy Mitchell, Vice Chair. Mohamed Elyassini, Secretary.
- III. Biennial Review revisions, October 20 deadline
  - The scholarly productivity documents relate to the teaching load and the workload reassignment time, from four courses to three.
  - Revisions are due on October 15 to Bassam with copy to Nancy.
- IV. Assessment/Student Success reporting form, October 1 deadline
  - Josh emailed links and the form to chairpersons yesterday. The form itself is essentially the same; the big difference is the student success report is by program.
  - The reports are due to the Dean's Office on October 1. Send to Chris Fischer with copy to Nancy.
- V. Fall Welcome, Department events feedback (Dennis)
  - Ballard asked for feedback from the chairpersons about this year's welcome.
    - Overall, the response was positive.
    - Some chairpersons felt that they lost students after the lunch. Many students were not aware that it was a mandatory meeting. Ballard replied that he would ask the planning committee to more clearly advertise next year's welcome as mandatory.
    - Hantzis shared that Student Media used the department time for recruiting students, learning communities, peer assistance and introducing student organizations.
    - The chairpersons were not pleased with the dead time and suggested that the time be for something strategic in the departments, perhaps to meet their advisors and to get a connection with their students.
- VI. The FAD and workflow, "last questions" (Olsen/Yousif)
  - The College-wide P&T Committee met and elected Bob Guell as the chairperson.
  - The software does not allow the reports to be down loaded and manipulated to a specific format. The advantage being that everything will be in the same order, which will make review a little easier.
  - List every independent study individually even if there is just one student.
  - Rider shared that Susan Powers would like feedback about drop down menus and suggestions to make data entry better.
  - Hantzis asked if the college provided a guideline to tell us what we cannot do and where items need to go so we be consistent in our entry. Teaching assignments for the second year faculty are not there, so there is nothing to anchor their teaching to so it needs entered manually.

- Selman asked how best to handle external reviews that come in after the reports are submitted. Bassam replied no, and that college governance committee must approve any late additions as college rules do not allow for materials to be added once dossiers leave the department. Olsen suggested that faculty not request their letters to be anonymous and ask for an earlier deadline so that the faculty have time to add them to the report.
- Stofferahn added that faculty are concerned that some items entered on FAD do not show on the report. Yousif replied Appendix B is fairly well fleshed-out so there should be limited problems of items not being included in the template. We are working on including works in progress. Yousif thanked everyone for letting him know when there are problems in the process.
- Olsen: As of now, previous level reviewers are going to see subsequent reviews and comments. This is a concern, especially if there is a divergent review. Under the current workflow, unless it gets changed, previous evaluators are able to view subsequent evaluations. This means that the department personnel committee could know what the dean and provost reviews are before the faculty member knows, including the rebuttals of pre-tenured faculty members. . Yousif commented that this might be a violation of the University Handbook, which requires that rebuttals go to the next level. Hantzis asked if we can turn off the access. Yousif responded that Susan thinks there is a way; whether it can be done in time for this year's reviews is unclear.
- Olsen cautioned that if someone is going up, or reviewed as a pre-tenured person who is not using the new P&T document in place last year, then they must clearly state in the opening statement what year they wish reviewed under a prior document. Make sure that the relevant previous versions of the P&T document is available.
- Hantzis asked about the practice of MOU's for instructor's reassigned time stating that is difficult to apply different guidelines for instructors than for tenure track. Instructors should have an MOU signed by the department chair, faculty member, and the dean sign but some second year instructor's do not have a signed MOU.
- Olsen stated that if there are instructors who have not had formal MOU's signed by the dean, please tell them not to be concerned. Yousif shared that if there are faculty coming up for senior instructor, it is very important that they clearly document what they are doing with their release time. Yousif added that lecturers, in fact, are still able to manipulate their FAD-generated reports.
- For an explanation of Instructors' reassigned time, please see Page one, paragraph 4 of the Evaluation, Retention and Promotion Guidelines for Regular Non-Tenure Track Faculty (Instructors) document approved by Faculty Council on October 11, 2017. <https://indstate.edu/cas/college-policies>

## VII. Your Items for Discussion

- John Conant and Eric Glendening are stepping down as chairpersons effective at the end of the academic year.
- Selman: The Bat Festival is this Saturday in from 10-4 in the Science Building The festival moves to Dobbs Park from 6-9.
- Tina – Matthew Mazzotta, NEA grant in the Ryves neighborhood on Saturday, but on Thursday talk in the gallery at 5:00. Scott Buchanan added that the Faculty Gala directly follows the Mazzotta talk.
- Olsen - Jodi McCoy is the new Interim Director of the University Gallery. A search is underway for a permanent director. Leah Reynolds has left ISU. Brice Yates is the Interim AVP for Inclusive Excellence. Sumalayo Jackson has stepped in as Interim Director for the African American Cultural Center.
- Olsen suggested inviting Steve Neiheisel, the VP for Strategic Enrollment, to attend one of our meetings and the chairpersons agreed.
- Berchild: Renovations to the New Theater are nearly completed.

Next Meeting: Tuesday, September 25

College of Arts and Sciences  
Chairs Council  
May 14, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Conant, Fischer, Hall, Hill, Inlow, Lee, Olsen, Perrin, Rider, Selman, Seung, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Clark, Glende, Hantzis, Latimer

- I. Approval of Minutes from April 23, 2019 – Approved as submitted.
- II. End-of-year department reports
  - Olsen commented that the Annual Report is just an executive summary/narrative (3-5 pages). Focus on major accomplishments, curriculum changes, student success initiatives, major faculty accomplishments, maybe a short update on program advancement. We don't need the FAD or anything included in Blue Reports.
  - The due date is June 15<sup>th</sup> in dean's office.
- III. Transfer students (Dennis)
  - Thanks for continuing to provide us help for transfer orientation.
  - This Friday we have 30 students for CAS. There will be four rotations: 12:30, 1:30, 2:30, and 3:30.
  - Remaining transfer orientation dates are July 29, August 2, and August 6<sup>th</sup>. Tami N. will email the chairpersons a couple of weeks ahead with the names of the students for your area.
  - Please review the summer enrollments because they are looking weak across the board. Please focus on the 3, 7, and 11 week sessions. When possible, smaller sections should be collapsed into another section.
  - Starting in the fall, it would be helpful to make sure courses with who is teaching is TBD are listed as "no instructor" rather than in the chairperson's name. When it is determined who is teaching, please enter their name as soon as possible.
  - Olsen, remember two that we have received instructions from HR about how they want us to process those appointment forms. If you have PT lecturers please go ahead and have them complete the form and hold them for now.
- IV. FAD (Bassam)
  - Template for P&T document to show you what FAD is going to select for next year's P&T. First of all it will look odd to you but you will notice immediately that it won't pull a CV or a statement and research and teaching don't show up. Susan says that will go elsewhere in the workflow.
  - I would like to contact some of your faculty who went through last year to see what they found missing in the process. We hope this will help limit the problems.
  - Questions:
    - Did you want to talk with department P&T chairs, would that be helpful? A: if the chairpersons have an idea on who would be a good person to speak with that's fine.
    - Do you need them to meet with you? Basically run the report in FAD as if they were going up this year and see what is missing.
    - Uploading syllabi for all of the sections. I would prefer that the faculty do the uploading because it takes only something like 18 seconds to upload but if an admin is needed that's ok.
  - Olsen stated that the HLC visit is early in 2020 so our report needs to be finished by the end of fall of 19.

- V. FERPA (Dennis)
- Screenshot of the banner form where you can check to see what access you have to student's records on behalf of a parent's student. Both you and your admin have access to these screens, faculty do not and they don't really need to have access.
  - Each parent will have their own screen. Be careful about which parent you are speaking to on the phone because the student can grant different levels of access to each parent.
- VI. GA positions/budget
- We have a June 3 deadline or GC is taking money from us. We might not get signed letters back from everyone, but she is willing to accept
  - If you're waiting for an international student to confirm, we may need to provide her with additional information.
  - We appreciate knowing the number of positions you anticipate filling but we really need a dollar amount, especially in the waiver area because that varies according to in/out of state.
  - Yousif, the out of state we're supposed to try to reclassify as instate as soon as we can so it will free up waiver monies. Remember that international students can't be reclassified as in-state.
  -
- VII. CAS Viewbook update (Chris F.)
- We're getting ready to completely update
  - We're putting together a list of newer students, alums, stories. We're also going to integrate nice quotes out of the alumni surveys we're doing, we have some great quotes. We have several things that could still work in the new version.
  - The last page has been updated to include the online programs.
  - Olsen, if you have suggestions, please send them to Fischer.
- VIII. Schedule and budget
- The fall enrollments are a little soft.
  - We're going to be monitoring enrollments carefully through June,
  - For spring 20, be ready to be flexible.
  - We have not heard about the dollar amounts for travel for next year.
  - It appears that what we have previously budgeted for is holding for 19-20.
- IX. Your items for discussion
- Olsen has been added to the SEM Council.
  - FA building move in is July 26<sup>th</sup>.
  - Dreiser Hall is approved for renovation for the summer of 20
  - Creating an undergrad and grad distinguished alumni award for CAS. If you have suggestions and thoughts, please email Chris. This won't be just once a year so if you have amazing people that you want to bring back to talk with students through the year, let us know.
  - Fall brown bag idea: Arthur Feinsod is doing the first one (faith) and Jeffrey stone (science as faith) is doing the second one.
  - Olsen asked the chairpersons in attendance if they wanted to meet in June and all stated that waiting until July 23<sup>rd</sup> was fine with them.

Next Meeting: Tuesday, July 23, 2019

College of Arts and Sciences  
Chairs Council  
April 23, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Latimer, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Woods, Yousif

Absent: Clark, Conant, Glendening, Hill, Seung, Tucker

- I. Approval of Minutes from April 9, 2019 – Approved as submitted.
- II. Jason Trainer, Vice President and Provost for Strategic Enrollment Management
  - Recently met with the president and provost about their vision regarding SEM.
  - What does SEM look like moving forward? How do we utilize campus feedback? How do we communicate with the campus stakeholders?
  - The high school population numbers have declined as a whole which means fewer students going to college.
  - The foundation: Leveraging Aid, CRM/processes, and Analytics. Phase I: Is at the institutional Level, SEM Council. Phase II: Is at the college level (A&S, Bus., Ed., HHS, and Technology).
    - Aid: working with financial aid.
    - Update the current CRM (customer relations management software). We need a tool to help us make smarter decisions in contacting and managing customer relations.
    - Understanding how we have previously gathered our data and updating it to do better.
  - What does our recruitment base look like and how can we improve it as a whole? A subgroup will specifically look at what we are doing now and make recommendations to improve the base.
  - The chairpersons of the SEM subgroups will undergo training to learn what the projected outcomes for recruitment and retention are and how we best to move forward with that information. Next, will be meetings in the colleges at the department level. We know each college is unique so we will help to identify recruitment and retention goals that exist at the department level and push that up to the deans level for approval and then on to the SEM council. We are also asking that each of the groups to consider how recruitment and retention apply to first time full time, transfer, graduate, and online students.
    - We have asked for a project manager, from an internal source to help manage resources.
    - We are looking for a data manager to help compare apples to apples and make sure that we are using our resources well. We need to create a mechanism to try some things and to find what works and what does not.
  - Trainer's hope is that by having discussions that are centralized yet also spread across the institution provides a broad view that SEM can review and be part of the discussion.
  - Checklist:
    - Continue to build the foundation.
    - Identify leadership and task groups.
    - SEM creates process for reviewing, selecting and recommending enrollment initiatives.
    - Communicate proactively.
    - Develop processes for feedback (campus sessions).

- General Discussion:
  - How do you feel about this process in comparison to past processes?
    - The participation rate in the first informational sessions was better than it has been in a long time. There was a lot of buy in. The process needs to be honest and open and feedback taken encouraged and taken seriously.
    - It is important to understand that we are overloaded already and while we want to do this it becomes a question of how much is too much. Trainer understands how busy the chairpersons are which is why teams to help ease some of that work. That being said, there may be times he reaches out for specific feedback about what resources the departments need and what they hear from students and their families. We are not going to push anything that is not supported in the department level because that that does none of us any good.
    - Transferability: when students come in with an associate's degree they are granted most all of their foundational studies requirements when in fact, many of them do not have them completed. They will not be retained if they cannot research or write a paper. Not all transfers or associate degrees are the same.

### III. Updates: HLC review; 2019-2020 budgets

- Olsen will email the chairs some documentation with updates on HLC. There are a few specific curriculum items that we need to be aware of and provide some evidence for.
- We will continue to monitor fall sections. We are going to hold off on using one-time funds for the fall and will reevaluate for the spring.

### IV. Your items for discussion

- Ballard is watching enrollment for the fall and notices that the online sections are filling rapidly. Please have your admins check to make sure that the students enrolled in distance classes are indeed distance students.
- Yousif re HLC: The dean's office is still contacting chairs to verify credentials of faculty. A recent addition is that there is a form that must be completed for faculty who have less than 18 credits in the area they are teaching.
- Olsen reminder of upcoming events:
  - Dean's Spring Talk is tomorrow afternoon at 3:30 in HMSU, Dede II.
  - The Bash Lecture, featuring Megan Marshall, Charles Wesley Emerson College, at 3:30 in Root Hall A-264.
  - College Honors Celebration is April 30<sup>th</sup> at 7:00 in Tirey, Heritage Lounge and Ballroom.

Next Meeting: Tuesday, May 14, 2019

College of Arts and Sciences

Chairs Council

April 9, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Inlow, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Yousif

Absent: Clark, Conant, Glendening, Hill, Seung, Tucker

I. Approval of Minutes from March 12, 2019 – Approved as submitted.

II. Announcements (Chris O.)

- The Day of Giving summary from Advancement indicates that CAS received \$12,000, spread out across the College.
- Ballard announced that the dean's office is hosting transition from UC Open House at 4:00 in the new Student Success Center located in Stalker, 215.
- Olsen asked the chairpersons to reach out to their emeriti and invite them to an Emeriti Event this Saturday. The evening begins with a reception and drinks in HMSU, 918 from 5-6:30 followed by a showing of Macbeth at the 7:30 in the New Theater.
- The Graduate Assistantship deadline to the College is May 1. The deadline for the College of Graduate and Professional Studies is June 3. Send Olsen the names of those students who have confirmed with the department that they are coming and let him know that all of the money has been used.

III. Career Readiness grid, updates (Chris F.)

- Reminder that we need the Career Readiness changes by April 15<sup>th</sup>. Contact Fischer with questions about the OneDrive update. Thankfully, we can keep the descriptions on OneDrive fairly vague. Olsen added that the Foundational Studies section is still fairly fluid.

IV. Fall 2019 schedule, updates (Olsen)

- The budget has not changed much but there is a reduction in lecturers from fall 18. We also have several faculty coming back from sabbatical so we will be losing some full time lecturers, but that will also reduce sections.
- The schedules are mostly settled, but keep in contact with Ballard for enrollment updates.
- We can use some one time money, which at the moment, includes distance funds for some sections.
- Look closely at electives for majors and see if there is some money to save for upper level electives especially, for majors. Ballard will continue to keep track of Foundational Studies seats by sections.
- Ballard added that Monday is priority registration and any adjustments to class restrictions need to be made in the next couple of days. Double check the class restrictions so we can make sure it is in the system so students do not register for restricted classes.

V. Alumni Outreach (Fischer)

- The surveys are ongoing. The last survey should launch this week and almost all of the others are current or closed. Fisher has been identifying as many alumni as possible, by program. Olsen asked the chairpersons to let him know if they want him to reach out to the alumni first or if they prefer to do it themselves.
- Fischer shared that the comments on the surveys have been great. Please let him know if you want him into dig down deeper in the data.

VI. Fall 2019 recruiting, outreach to admitted students

- Olsen stated that the list of fall 19 admits has been distributed to the chairpersons and admitted students have received emails and paper letters from him. The departments can now send their own correspondence. Olsen suggested using the score of 40 and above to help determine who to send letters to.
- Fischer is working with some faculty to develop literature for NSO Fall Welcome and Foundational Studies classes that speak to interdisciplinary studies, double majors, and minors delivered from CAS.
- Olsen added that in the longer term, it would be good for us to establish a college process for marketing; dean's letters, chair's letters and emails, maybe current students and alumni. The goal is to have different points of contact to reach as many prospective students as possible.
- Ballard shared that there is a standard admissions list that one can download from Argos.
- Olsen noted that next step is from the college to the university level in August/September for the 2020 cycle.
- Olsen asked what some of the chairpersons have been doing to reach out to the names on the list. Brown replied that their faculty have gone through the list and sent letters to the students.

VII. Your items for discussion

- Stofferahn: History is hosting an end-of-the year celebration for Tim Hawkins' new book on Wednesday, May 1 at 3:30 in HMSU 918.
- Perrin: The Schick Lecture is this Thursday with Robert Levine, University of Maryland, College Park, and the talk begins at 3:30 in Root Hall A-264. The Bash Lecture Series is April 25 with Megan Marshall, Pulitzer Prize author, speaking about the process of writing a biography.
- Selman: Today is the second day of the Exposium in the Library Events Area. Also, Dr. Teri Stockham, Forensic Toxicologist and ISU Honors alum is speaking on Wednesday night at 7pm in Pickerl, Lower Level.
- Berchild: Opening Macbeth on Thursday and it runs through Sunday. Tomorrow night is a preview performance free of charge for faculty and staff.
- Ballard: Study Abroad is trying to be more active in recruiting students. One of the ways they feel to do that is to have a list of activities the students have gotten credit for from other universities abroad. We are working with ORR to include transfer credit from abroad. The challenge is twofold, as we know the classwork in Foundational Studies or general humanities sometimes makes it difficult to know which department to reach out to for an articulation. The other issue is that at times articulation agreements for study abroad coursework is reviewed differently for majors.
- Ballard added that from the perspective of recruiting, we should find the course that we would be willing to give as default without lot of additional questions.
- Rider shared that for her department, what makes the most sense is to come up with a generic topics course then once the student transfers in for a major or minor we make a determination about whether or not it fits that major or minor.
- Stofferahn mentioned that History's topics class descriptions are on their website.
- Ballard stated that it's important for the students to know, upfront, what kind of credit will or will not be given for the study abroad and to do that, we need to know ahead of time what their major is.
- Ballard will get with his staff, the associate deans and ORR to help clarify the articulation agreements.
- Olsen shared a flier for a Habitat for Humanity raffle hosted by the Staff Council.

Next Meeting: Tuesday, April, 23



College of Arts and Sciences  
Chairs Council  
March 12, 2019

Present: Ballard, Brown, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Yousif

Absent: Berchild, Scott Buchanan, Clark, Conant, Glendening, Seung, Tucker

I. Approval of Minutes from February 26, 2019 – Approved as submitted.

II. Announcements

- Fischer
  - Asked the chairpersons to notify him if they are having an event with students that might be good for promoting on social media.
  - We are going to submit a grant proposal to the Indiana Humanities around the theme of “America at the Crossroads: The Wabash Valley, 1919-20.”
- Ballard: A major focus of our Student Success Center will be career and major exploration. Please send us brochures and information about your programs.
- Olsen:
  - The International Music Festival kicks off today with events throughout the week. The closing event is this Friday evening.
  - Reminder that the Day of Giving is tomorrow. Please make your last appeals and continue to promote the day.
  - The reappointment of part time lecturers’ process has been streamlined; they will no longer need to use the Applicant Tracking System (ATS).
  - Regarding the HLC assessment email from Provost; please review previous departmental minutes for assessment documentation and send them to Josh or Bob. If you have a Bb site, just send them the link and they can choose the information they need.
  - Reminder that the Outstanding Senior Nominations and biographies are due to Nancy Hall on March 25<sup>th</sup>.
- Stofferahn: The history department is co-hosting a screening of the Chezh film, “Listopad” on April 4<sup>th</sup>. Contact Steve for more information.

III. Budget (Instructional, and S&E)

- Olsen on Instructional:
  - To date, none of our searches have failed nor do we have additional retirements.
  - The Bioinformatics search has been cancelled because we have someone who has done a good job of covering the two classes and has agreed to continue.
  - Olsen showed an excel sheet that updated the instructional budget. He feels that it is important to prioritize the tenure-track lines because the long term effects of cutting them are not acceptable.
- Yousif added that our ability to respond to cuts from Academic Affairs is limited, because we were informed of cuts only in late February.
- Olsen on S&E:
  - The S&E cut is approximately 22%.
  - Consider cutting business phone lines that are not used, i.e. one phone line is around \$500 in savings.
  - Utilize Work Study funds to help offset expenses to student wages.
  - Olsen is to submit his proposed budget to Academic Affairs tomorrow.

#### IV. Career Readiness update

- We are not tracking individual students or mandating specific assignments. We are going to allow for some of these items to be covered in Foundational Studies, and it seems that a holistic approach to the curriculum in your major is allowed.
- For the May 1 deadline, we are going to work on the following NACE objectives: experiential learning, critical thinking and problem solving, oral and written communication, digital technology and global fluency, and professional identity.
- The best way to document that we are meeting the objectives is a description of a specific assignment(s) or an example of an assignment(s) that deals with global fluency.
- Send your items to Olsen and Fischer by April 15.

Next Meeting: Tuesday, April 9

College of Arts and Sciences

Chairs Council

April 9, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Inlow, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Yousif

Absent: Clark, Conant, Glendening, Hill, Seung, Tucker

I. Approval of Minutes from March 12, 2019 – Approved as submitted.

II. Announcements (Chris O.)

- The Day of Giving summary from Advancement indicates that CAS received \$12,000, spread out across the College.
- Ballard announced that the dean's office is hosting transition from UC Open House at 4:00 in the new Student Success Center located in Stalker, 215.
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- The budget has not changed much but there is a reduction in lecturers from fall 18. We also have several faculty coming back from sabbatical so we will be losing some full time lecturers, but that will also reduce sections.
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- Ballard will get with his staff, the associate deans and ORR to help clarify the articulation agreements.
- Olsen shared a flier for a Habitat for Humanity raffle hosted by the Staff Council.

Next Meeting: Tuesday, April, 23

College of Arts and Sciences  
Chairs Council  
February 12, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Conant, Fischer, Glende, Glendening, Hall, Hantzis, Hill, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Yousif

Absent: Clark, Seung, Tucker

I. Approval of Minutes from January 22, 2019 – Approved as amended.

II. Announcements (Olsen)

- Fischer will send the historical data on the Outstanding Seniors to the departments to help gather updated information on their locations. It would be helpful to include their LinkedIn information.
- Olsen informed the chairpersons that the merit pay documents are to be sent to the College and not to Faculty Senate. The deadline for submission is February 15 and please send them to Nancy's attention.
- Olsen thanked everyone for completing the F survey. The responses showed that 50-55% of the Fs were explained by attendance. Rider asked why they did not include the issues some student have with purchasing textbooks. Olsen responded that the data we generated indicated that the students can't afford the books and so they are embarrassed and don't come to class and it snowballs from there. Hantzis noted that many departments go to many lengths to provide textbooks for their students.

III. Undeclared majors, outreach, Blue Reports (Ballard and Olsen)

- Ballard demonstrated using Blue Reports to determine undeclared majors. Go to the Academic Chair link and then to the enrollment list, scroll down to undecided and then select course and up will come their names and 991s.
- Fischer added that there is an Argos report that can find undeclared students and in what courses they are enrolled. He has been sorting them and sending them to individual instructors. The chairpersons asked for him to send it to them as well.
- Ballard mentioned that the conditional admits and undecided are classified as undeclared by Admissions, but they can be contacted as well.
- Stofferahn asked if chairpersons can contact high school students who are admitted to the university and who have stated interest in specific major. Olsen replied there is no problem with identifying those students but asked that they not be contacted (for now) so that we do not step on the work that the SEM Council is doing.
- Hantzis said that it would be helpful if the University College would send chairpersons a copy of the letter that they send out to the students. Olsen agreed that understanding what information gets communicated when would be helpful, particularly with the volume of contacts freshman receive. The SEM Council is working on a plan to roll out in 2020 that will directly involve the departments in the communications.

#### IV. Day of Giving (Olsen and Hill)

- Olsen announced that the Day of Giving is March 13<sup>th</sup>. University Marketing has outsourced this event so for the day, our customized links will not work so please use the drop down and choose “other”.
- Hill mentioned that if we are going to encourage giving for the day to route our guests to specific links. She will send out links to help guide them, and she will try to “pre select” the “other” pull down menu.
- Hill asked for us to help get the word out on the event schedule.
- Olsen commented that the immediate task is sign up ambassadors. If there are alums who are active in social media reach out to them. Consider a challenge for the alums who are most active, there will be an award for the most donations.
- The minimum donation is \$5
- Our target areas are: SURE, post graduate fund, study abroad.

#### V. SEM meetings, follow-up

- Olsen reported that there were 900 attendees at the SEM meetings and shared that a new survey is under development to get better feedback.
- Hantzis appreciated the transparency but asked if have a coordinated plan for submitting our feedback? Olsen will get clarification on the follow up plan. He felt that the information that was presented was quite clear but there was not enough time for discussion from the attendees.
- Cavanaugh shared that her faculty were wondering about graduate recruiting plans. Olsen replied that the reorganization of the graduate school includes having 2 full time recruiters rather than an associate dean.

#### VI. CGPS allocations, recruiting, deadlines

- Olsen announced that the graduate assistant allocations have come out. The summer list indicates the amount allocated up to “x” number of in-state and “x” number of out-of-state. Don’t be held by that, we are not counting waivers, just dollar amounts. Olsen believes that everyone should receive close to what they spent last year. If an assistantship is given it must have a fee waiver to match, and a half time assistantship must have a half time waver. Waivers may be given without an assistantship.
- The deadline in the graduate school is June 3<sup>rd</sup>. If the monies aren’t allocated and signed by a student, then the unallocated money will be pooled and given to areas who need it.
- Olsen informed the chairpersons that the college deadline is May 1<sup>st</sup>. We want to spend all of the money that the College has received. Please provide me with a list of students to whom you plan (or anticipate) allocating funds.

#### VII. Your items for discussion

- Biology: Dr. Marion Jackson passed away this past weekend.
- Ballard: An updated major report has come out of our office. Holly Hobaugh will be reaching out to departments to schedule meetings with advisors.
- Olsen and Fischer will be gone on Thursday and Friday to AAC&U. They will be presenting on changes on Foundational Study in History.

Next Meeting: Tuesday, March 12

College of Arts and Sciences  
Chairs Council  
January 22, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Conant, Fischer, Glende, Hall, Hantzis, Hill, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Yousif

Absent: Clark, Seung, Tucker

- I. Approval of Minutes from January 8, 2019 – Approved as submitted.
- II. Announcements (Chris O.)
  - The inaugural Outstanding Staff Award is this year. The formal call for nominees will come out on February 11.
  - Cavanaugh has agreed to serve as permanent chair of Art and Design.
- III. Advising in CAS: with UC; Extended Learning; transition from Office of Student Success; Blue Reports tools and planning
  - Olsen shared that the student success responsibilities are moving to the University College. Josh Powers' previous office will be used for advising CAS students. Part of Luceannndy's new position is to notify students of high risk status.
  - As of this morning the CAS persistence from fall to spring is above 83% and the University is around 82-83%.
  - Selman asked if interdepartmental advising might be pursued. Olsen responded that while there are clear advantages to have most of the advising done in the department but there are also issues with scheduling appointments with departmental advisors.
  - Hantzis suggested focusing on the need for coordination for advising. She feels that it is unreasonable to expect faculty and chairpersons to know the nuisances of transition students, foundational studies, and transfer students.
  - Ballard shared that strategic enrollment is anticipating increases in distance and transfer students. As that becomes the case, we will need to adjust what we do in advising. Note: today is the last day to add a class online, past this point they will have to do paper forms and get signatures.
  - Selman asked who is directing Distance Education. Olsen replied that he has a meeting soon with Samantha Penney this week and hoped to have a better of idea of what direction Distance Education is moving.
  - Ballard added that advising is changing rapidly with the other colleges on campus. The College of Education is now 100% professional advising. The College of Business is soon to follow and the College of Technology has more staff in their office than we have for advising. Health and Human Services recently hired two full time advisors.
  - Ballard asked the chairpersons for help with getting someone in attendance for advising days. We try to provide quality notes ahead of time, especially in the area of Foundational Studies. That is why we insist that we have a representative from your department in attendance, we need your specialist to help the students. We rely on the chairpersons to be available to work with the transfer students.
  - Ballard noted that no transfer students are supposed to be registered for classes until after they have gone through orientation.
  - Ballard demonstrated some Blue Reports features that identify at risk students. Ballard added that Institutional Research is willing to add criteria to the Blue Report provides another area to identify high risk students.
    - Student success section
    - Success rates
    - Then student risk category (some examples)
      - Risk factors
      - Observed risk factors, i.e. are the 21<sup>st</sup> Century Scholar below 15 credit hours?
      - Preexisting risk factors
  - Olsen mentioned that in-house scholarships are no longer tied to a preexisting criteria. If scholarship recipients are in good academic standing they will not lose the scholarship.

IV. Causes of F grades, survey

- Olsen discussed the results of the recent survey on F grades that focused on three broad categories: academic, social, and financial.
- Olsen asked the chairpersons to ask their faculty to review how many failed because of attendance and secondly, how many did not do at least 50% of the required course work. Let's look at primarily freshman courses. It would be helpful if we could generate fairly systematic data that would show that the causes of students not coming back are related to outside factors and not academic.
- In the fall semester there were 145 instances where GPA was the reason for an "F" and about half of those were due to a 0.00 GPA. The number of students who come to class and still get an F is pretty small.

V. SEM Updates, open sessions

- Olsen told the chairpersons to expect an email from the Provost stating that it is required for all chairpersons to attend at least one of the SEM informational sessions. Olsen is also going to email the CAS faculty encouraging them to attend one of the sessions.

VI. Your items for discussion

- Olsen mentioned the email he sent this morning about merit pay from Tim Hawkins. Departments are to have their guidelines and procedures in place by February 15<sup>th</sup>. The department decides who gets a merit pay, and that review stops there. If, however, there might come a time when it appears that evaluations at the department level are not consistent then there may be a review at the College level.
- Yousif asked for equipment requests by the end of the month.

Next Meeting: Tuesday, February 12



College of Arts and Sciences  
Chairs Council  
January 8, 2019

Present: Ballard, Berchild, Scott Buchanan, Cavanaugh, Conant, Fischer, Glende, Hall, Hantzis, Hill, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Yousif, Woods

Absent: Stan Buchanan, Brown, Clark, Glendening, Seung, Tucker

I. Approval of Minutes from November 27, 2018 – Approved as submitted.

II. Announcements (Chris O.)

- After some discussion, April 16<sup>th</sup> was chosen for Spring Donaghy Day for CAS. Olsen stated that Jessica Starr will work out the details and get back to us.
- Olsen met with Marsha Miller, AAUW State President to discuss this year's annual leadership conference. ISU has typically sent students to the event in Maryland at the end of May. Please consider undergraduate and graduate students you feel would represent ISU well. The College will cover the only the registration fees for 2-3 students.
- Olsen announced that the College has purchased a table at the MLK Dinner on January 17<sup>th</sup>. Please contact Nancy Hall if you wish to attend.
- Dennis's announcement: GS499. Still in need for an instructor. It has a career readiness piece to it as well which we think is important. It is online and pretty well ready to go, please help. It is a three credit class.
- Ballard announced that students who no longer meet prerequisites based on their unsuccessful completion will be removed from class rosters by the end of the day.
- Fischer
  - Reminded the chairpersons about the upcoming Ascend meeting on February 5<sup>th</sup>. Ascend is a non-profit that links students with jobs and internships in central Indiana (mostly Indy and surrounding counties). Fischer asked for them forward the names of advisors or instructors who teach capstone courses so that he might reach out to them.
  - Please send items for the college bulletin for the first issue of the new year.
  - Finally, an organizational/informational meeting for the University Greenhouse (originally called Enterprise) is scheduled for January 30 in NH. Realistically, this will probably be a 2-3 year ramp up process.
- Yousif announced that the time table for Workflow is correct, however if you submit your reports early it doesn't mean that you are going to give your faculty more time to respond, they still only get five days.
- Olsen anticipates that there will be a discussion in the spring to have a university calendar with university deadlines that everybody follows.
- Olsen stated that Josh Powers is back at the BCOE, full time but is still the PI for a grant and will continue to co-chair HIC. The office of student success has been rearranged. Luceandy Pierre, graduation specialist is now with us as advisor. Luceandy will be located Rhonda's office and Josh's office will be transitioned into a Center for Student Success for CAS that will be staffed for our students to come to CAS to receive academic guidance. Our goal is to have the new center ready as soon as possible. Ballard added that we will not give out PINs, but we will facilitate creating the interaction with the advisor.
  - Hantzis asked about how best to handle calls from people who have been gone for years and want to come back to ISU, should we send them to Luceandy? Ballard responded he will talk with his staff about a more formalized process so that these students don't fall between the cracks.
- Olsen announced that the Math and Writing Center is coming back under the umbrella of the College and at least in the short term. Ellie Pounds is officially reporting to the Dean's Office but will still be working with Perrin and Brown. The functions of the center will be in Root Hall and the day to day will not change much, just the reporting line.
  - Hantzis wondered what the status was of the Communication Tutoring Center, also located in the Math and Writing Center. Olsen will follow up and get back to Hantzis.

- III. Career Readiness updates (following comments you all received in December)
- Olsen shared Tradara's responses to our submitted reports which generally stated that our responses are not specific enough, or not tied to a course or an assignment. Our final response is due to Nancy Roger's office by April 1<sup>st</sup>. Olsen is scheduled to meet with Nancy for clarification about the expectations between the Career center, Tradara's office, and Academic Affairs. Olsen's understanding is that this is not supposed to be tracked to individual students and it is not a curriculum map. Additionally, what sorts of things are we permitted to do at the college level; mock interviews, and more networking nights?
- IV. Day of Giving
- Olsen shared that the university is doing its first annual day of giving where an intensive reconnection with alums takes place in a 24 hour period. CAS is scheduled for March 15<sup>th</sup>. Please think of social ambassadors, emeriti or alumni who are connected in the community and who like to be on social media. The colleges are being asked to set priorities and specific challenges. Our college is looking at three areas: SURE, Study Abroad, and to start a fund for students pursuing post grad education. Twenty to twenty five percent of our alums move into masters and doctorate programs. The Day of giving will potentially match donors.
  - The other thing on study abroad, do we come up with a new fund or to should we use the Sauer's fund which is a traditional semester abroad so we cannot tap that for faculty led travel abroad.
  - Hill asked the chairpersons to think about shooting a quick minute video and post it to FB or Instagram. We will have hashtags and they will be shared at least a month before. Before the event there will be a launch of the Day of Giving. Informational packets will go out before then so you can send them to perspective contacts. This is a great way to get current students involved in giving, \$5 donation will give \$10.
  - Olsen added that we are trying to plan geographically as well; Indy, Chicago.
    - Hantzis asked if we will have the donate button on our websites yet, or will there be a master button? A: There will be a master button, but you can use both if you already have one. Olsen, we will have 40-50 second videos from people who have donated.
    - Olsen, our number and amounts of donations has increased for the College and that is most certainly due to the alumni surveys.
- V. Workflow updates (Bassam)
- Ballard shared that Institutional Research has newly created section in Blue Reports in the Student Success session (not yet live) has the ability to identify at risk students in your majors using criteria
- VI. 2019-20 budget and schedule (Olsen)
- Schedule slightly less than what you did for fall 18, especially for freshman classes.
  - We hope not to see much reduction in instructional budget.
- VII. Your items for discussion
- Olsen asked chairpersons to remind faculty that sabbatical applications are due to him by January 10<sup>th</sup>.
  - Ballard announced that Tami Nicholson has joined our staff in the position that Robin Banks vacated as Transfer Specialist.

Next Meeting: Tuesday, January 22