

College of Arts and Sciences

Council of Chairpersons

July 13, 2021

Present: Ballard Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Kinne, Kopaczewski, Latimer, Lee, Mitchell, O’Laughlin, Richards, Seung, Sheets, Stofferahn, Tucker, Woods, Wurtz, Yousif

Absent: Clark, Israel, Rider

- I. Approval of the April 20, 2021 Minutes – Approved as submitted.
- II. Yousif:
 - CAS Faculty Fellow
 - Mike Chambers has accepted the appointment as Faculty Fellow for the College. His primary focus, early on, is the Biennial Review. Please direct questions about the review to Mike.
 - Curriculum & Personnel Committee chairs in departments
 - Send Myla, Jamie, and Nancy the names of committee chairpersons.
 - Discussion items for Chairs’ Retreat
 - Please send agenda items for the Chairs’ Retreat directly to Yousif.
- III. Ballard:
 - Transfer equivalencies
 - Round two of transfer equivalencies is due by end of day tomorrow.
 - Please try to identify equivalencies of 80-90%, if there are none, just mark it so.
 - Training will be available for faculty to get a feel of the new Transfer Equivalencies Software (TES).
 - Beginning August 9th, instead of getting an email from Tami Nicholson notifying of a new course to review, you will receive an email from TES with a hyperlink for the course so that you can easily make the determination of the course equivalency.
 - The equivalency will be on the web for everyone to see. Students can enter courses they have taken at another school and it will show if it is an equivalency for ISU.
- IV. Fischer:
 - Assessment reminders
 - Kelly Woods Johnson will send a reminder in next week or so. The reports are due in Mid-October. The Career Readiness component is disappearing this year. Fischer will pull the data for the student assessment section and send it to chairpersons for them to share with their committees.
 - GA’s/TA’s in ATS
 - Effective immediately, all hiring of graduate assistants and teaching assistants will be done through the Applicant Tracking System (ATS).
 - It is very important that any changes (new students, change of status, renewals) go through ATS. Our departments need to have descriptions prepared and ready to upload in ATS. Example: even if it is the same job description but a different pay range, there needs to be two separate postings; one for each pay range.

- We're not sure how this system interacts with international students but we have asked the Graduate School about the process and will share the information when we receive it.
- Course fees
 - It is important for any changes to course fees or to course fee descriptions be submitted to Jamie by early August. Try not to be too vague or too restricting in the descriptions because that might restrict how the department can spend the money.

V. Your items for discussion

- Kopaczewski asked when departments can process the paperwork for part time lecturers. Ballard said to go ahead and submit the paperwork to us so that we can have it ready to move forward to Academic Affairs when they have removed the holds.
- Richards asked if faculty will have discretion in setting their own protocols for masks in their classrooms. Yousif responded that this topic was discussed in PAC and we're not supposed to ask students if they are vaccinated, but we can reiterate that the university's policy requires individuals to wear a mask if they are not vaccinated. Faculty are, of course, welcome to wear a mask. As of August 1st, we are back to 100% capacity in campus spaces.
- Brown stated that there will be zero accommodations for unvaccinated people who are contact traced. If they are fully vaccinated then accommodations must be made.
- Latimer asked if seating charts were a requirement for the fall semester, and Brown and Yousif don't believe they are required any longer.
- Stofferahn asked if there will be a sweep of budgets or indices this year. Yousif said that the College will conduct the 25% sweep that we normally impose. Yousif added that the Dean's Office should receive the usual travel budget which will then be divided equally between tenure track and sent to the departments.
- Ballard reported that the university has 1200 new freshman. To date, we have total 8000 the students enrolled for fall, and that includes new, returning, undergraduate, and graduate students. The new and returning student numbers are concerning. Yousif added that the real difficulty will be what kind of cut from the state we receive next year.
- Inlow asked if we should prepare for the possibility that we may not have all our instructors for fall 21. Yousif replied that while that possibility hasn't been ruled out, it is very unlikely at this point.
- Lee asked about social media and class policy. Specifically, while students can record and take photos from a class, can faculty have a class policy that prevents students from uploading and sharing those items, which can be easily misconstrued without the proper context. Ballard will ask for a clearer description of what the university's policy is on recording and sharing class content.

Next Meeting: August 10, 2021

College of Arts and Sciences

Council of Chairpersons

August 10, 2021

Present: Ballard Berchild, Bergbower, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Seung, Sheets, Stofferahn, Tucker, Woods, Wurtz, Yousif

Absent: Brown, Buchanan, Clark

- I. Approval of the July 13, 2021 Minutes – Approved as submitted.
- II. Yousif:
 - Announcements
 - Welcome to Mike Chambers who has joined the Dean's Office as a Faculty Fellow. He will primarily be covering the Biennial Review.
 - A reminder that the Fall Welcome is Monday, August 16. Please be sure to have a person available to escort the students to their designated locations.
 - Various personnel items and due dates
 - Please let us know if faculty are going up for promotion so that we can get the work flow set up.
 - Faculty notification of intent to file for Sabbatical is due to the chairpersons on September 15th.
 - Part-time temporary fall reappointments are due November 19th. April 8th is the deadline for anyone new.
 - We are waiting for Human Resources to give us 'how to' instructions on how to enter reappointments in ATS. Notify Myla Woods of any new hires.
 - COVID latest
 - Yousif reported that remote work is not approved unless under exceptional circumstances. Hopefully clearer guidelines will be available soon.
 - Faculty Senate and the Provost are considering reinstating contact tracing.
 - For now, Sodexo is operating as normal with no restrictions.
 - Wurtz asked if faculty are cleared to go back to physical copies of syllabi and handouts. Yousif suggested leaving that up to professor's preference.
 - Kopaczewski asked if office hours can remain remote. Latimer noted that her office hours were better attended via zoom than face-to-face, and many chairpersons agreed. Yousif will ask for confirmation.
 - Cavanaugh asked if Facilities Management will again provide cleaning supplies for labs. Hall will contact FM and let the chairpersons know the procedure for this semester.
 - Berchild asked for clarification on latest message from Provost that stated, should a faculty member need to quarantine, their class cannot be taught via distance and that it would need to be covered by another faculty member. Yousif confirmed that is the policy.
 - Lee asked if the COVID dashboard was coming back. Rider said that faculty use it to gauge what the situation is. Stofferahn suggested that a big thermometer in the union to show where we are in vaccination would maybe help morale and show that we're getting close. Yousif will check and get back to the chairs.

- Cavanaugh shared that a student came into the office without a mask and was literally pulling up a t-shirt over her mouth to talk. Is it appropriate to say, "I'm sorry, you need to go get a mask and come back?" Yousif felt that it was an appropriate response.
- Chairs' Retreat
 - The Chairs' Fall Meeting is set for August 27th with Mike Chambers, Liz Brown, and Jason Trainer on the Agenda.

III. Ballard:

- Transfer articulation
 - With Transferology, users will receive an email notifying them of a new task to review in Transferology. If the articulation suggested is correct, then approve it, if it's wrong then identify a class that is a better fit, if there isn't anything then indicate that as well.
 - It takes more time for the content of a course to be articulated as an equivalent to an upper level course. If the content is an equivalent then a petition can be filed for an exception to allow that requirement be removed for the student, so it can be counted as a UDIE (but that is a rare case). Ballard cautioned that even if it's a course in your department, make sure there isn't any indication for UDIE.
- Lilly grant
 - The grant is a significant expansion of the Project Success Program. Students enrolled in the program have significantly higher retention rates than those who are not enrolled. The program initially voluntary. Please note that this is not an advising grant, but a student success grant.
 - For this year, all students whose GPA is between 2.5 and 3.25 were assigned to Project Success. So, when students registered in May, they were automatically enrolled in a UC course. Initially, the students weren't involved in the enrollment process, but then in June, the students met individually with advisor. Required for students, (except Honors, athletes or distance students). The grant is an additional course for their junior, sophomore and senior year (as part of success program). Ballard noted that many students didn't want to be enrolled in an extra course.
 - We may want to reach out to these students to talk about why the course could be beneficial and that the course is optional.
 - Students participating in the grant will have the same Project Success advisor through all 4 years. Freshman will continue to have a University College advisor as their primary advisor and then, when they transfer into their home college, that relationship switches so the department advisor becomes primary and will give out PINs, while the UC becomes secondary and will not give out PINs.
 - Israel asked if the course was required course for all years and Ballard replied that it is only required if the student decides to participate in the program.
 - Wurtz said that many athletes and honors students were already over the GPA threshold for Project Success. Athletes have a required study hall that shares a course number with a Project Success course. Ballard replied that it is now a 1 credit course (but three times a week) for the 2nd 3rd and 4th year class. There is a faculty committee to help guide project success.
 - Ballard asked for the chairpersons to let him know who to assign as secondary advisor in their department.

- Ballard noted that there may be some additional work as a secondary advisor for while the students are in their freshman year, but after they move to their home colleges, it will be business as usual. At that time the UC advisors will become secondary advisors and will help with mental health, financial aid, etc.
- Kopaczewski's concern is that students might become attached to their UC advisors (as their primary) and continue to go to them for their PINs, bypassing the primary advisors in the departments. Ballard said that the UC assured him that their advisors will send the 2nd year students to their home departments.
- Bergbower asked if it is a UC class at the sophomore, junior, and senior year? Will it show up on Mysam as 3 credit or 1 credit, and are they required for graduation? Ballard said that they are required for graduation only if the students stay in the Project Success cohort. He added that they will stay with the 1 credit model if it proves successful.
- Fall Welcome events:
 - We are working on getting a list to the departments that includes all new freshman and transfer students who have already registered for classes. Ballard encouraged the chairpersons to include all new students in departmental events.
 - The Dean's Office will again provide funding to help offset catering expenses for the department receptions
 - Use the orientation in the department to talk them through unique curricular items or expectations within the department. Include departmental student leaders.

IV. Fischer:

- CAS bulletin
 - A reminder to send items of interest (lectures, exhibitions, student clubs, alum news) to Chris Fischer.
- Majors Fair
 - Kyle Harris in the Career Center, emailed chairpersons with information about the October majors fair (internal one) for students who want to transfer majors or for undecided freshmen. It would be helpful if each department had a major attend with them to help represent the department. Kyle encourages interactive displays to increase student engagement.
 - Let Fischer know if your department prefers not to attend so he can have departmental information at a table.
- Molly Hare invitation
 - Molly Hare will attend a Chairs' Council in a few weeks to talk about the transition to Canvas. The Canvas team would like for faculty to make that transition to Canvas in the spring. If faculty are retiring next year or who are in phased retirement, they can stay in Blackboard. There is a way to have older courses in Blackboard to transfer to Canvas.

V. Your items for discussion

- Rider asked for chairpersons who have faculty teaching in upper divisions elective sections, and in science and science lab, to carefully review the syllabi to make sure they are updated with the alignment in learning objectives with their specific assignments and send them directly to Wendy Greer by August 18th. UCC needs to check them to make sure everyone is meeting the new learning objectives for the assessment cycle.
- Also, there is a HIP (High Impact Practice) workshop is tomorrow afternoon at 3:30 for anyone preparing proposals in the high impact practice category. Proposals must go through department review, and through the college review, and finally to the UCC with the goal for the UCC to review by November. Rider stated a timely review is important because courses must be published and approved for students to be able to register for them in fall 2022

Next Meeting:

Fall Chairpersons' Meeting

Friday, August 27

9:00-1:00, HMSU, 918

College of Arts and Sciences
Council of Chairpersons
September 7, 2021

Present: Ballard, Berchild, Bergbower, Brown, Buchanan, Cavanaugh, Fischer, Glende, Hall, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Seung, Sheets, Stofferahn, Woods, Wurtz, Yousif

Absent: Clark, Gray, Inlow, Israel, Tucker

Guests: Tami Weinzapfel-Smith and Joey Newport: Human Resources & Staff Benefits
Molly Hare, Faculty Center for Teaching and Learning

I. Approval of the August 20, 2021 Minutes – Approved as amended.

II. Yousif:

- Announcements
 - Notify Yousif if there are departmental activities that might qualify for the enhanced vaccinations guidelines.
 - Reminder that faculty must notify chairpersons if they intend to apply for sabbatical by September 15th. Yousif asked for the chairpersons to forward names of faculty applying for sabbatical to him with a copy to Myla Woods. Please dissuade faculty who are on sabbatical from attending university/college meetings, while that is important work, they're on a sabbatical and away from campus.
 - Email Susan Powers to request the transparent face guards.
 - Anyone who is involved with faculty reviews this year (or next year) must enroll in one of the Anti-Bias Training workshops. The training is good for five years.
 - Yousif stated that if faculty plan to retire haven't submitted their paperwork by September 20th, then they must participate in the Biennial Review. Cavanaugh asked if HR will notify the chairpersons of faculty members who have submitted their retirement paperwork. Yousif replied that Susan Powers should be removing them from the FAD workflow, but he isn't sure if chairs will be notified.

III. Ballard:

- Announcements
 - Great job on the items coming from ORR for evaluation.

IV. Fischer:

- Announcements
 - Please send items of interest for the CAS Bulletin to Fischer.
 - Susan Powers asks departments to help faculty who are using FAD for the first time.

V. Tami Weinzapfel-Smith and Joey Newport, Human Resources & Staff Benefits:

- FMLA, quarantine and isolation guideline
 - Newport shared that when HR receives a retirement notification from someone 10 years or more at ISU, they notify the chair, the dean, the provost and Susan Powers.
 - To clarify, FMLA and ADA are separate but can work together in some situations. FMLA is job protection for the employee only for up to 12 weeks in a 12-month period, and for dependents (spouse and children) it is up to 20 days. FMLA protects your job but does not necessarily protect your pay. There are two types of FMLA: 1) intermittent leave for a few hours here or there, 2) block leave for medical leave, when employees are on block leave they're not expected to do any work. If employees identify they will be out for a length of time, the supervisor can request FMLA for that person.
 - Employees must go through sick leave and vacation leave before they can request additional time from the Sick Leave Donation Program which allows up to an additional 12 weeks per year.
 - Sheets asked if the 12 weeks for the year begins when the employee makes the request or on the first day? Newport said that the year begins on the first day.
 - Rider asked about faculty members taking FMLA for the birth of the child for a spouse, but the spouse wants to continue teaching? Newport suggests interment leave so if something comes up they will have some flexibility.
 - Newport emphasized that the way the doctor writes the paperwork impacts how the leave works. Maybe the doctor wrote the paperwork for a block of time, but an intermittent plan might work better.
 - ADA: If an employee notifies HR that they have a disability they are directed to the interactive programs that include links on the employee benefits webpage to start the process. The employee requesting ADA must request specifically what ISU can do for them, i.e. I can only teach remotely and the doctor's certification verifies that. HR staff speaks with the employee to discuss possible alternatives and with the supervisors and ask "is it reasonable?", if it's one or two classes, maybe, if it's someone needing to cover 2-3 classes, maybe not.
 - Weinzapfel-Smith stated that it comes down to whether they can perform the central functions of their job with or without accommodation
 - Yousif, asked if ADA is for employee and/or dependents? Newport said that ADA is just for the employee.
 - Stofferahn asked if the cost is covered by the department, the college or the university. Newport said that the cost does weigh in. Some of the expense falls to the department, but if it was something a little more expensive and is still reasonable, the university will probably take care of it.
 - Weinzapfel-Smith added that sometimes HR must find someone to cover for the person who is out, but also for the temp to cover for the employee who is out, and that can be a hit to a department.

VI. Molly Hare

- Canvas transition
 - The migration to Canvas is set for fall 2022, but by then Blackboard will be gone all together, so our goal is spring 2022. Training sessions are on-going.
 - Hare shared her screen to show some of the highlights for Canvas that include:
 - The ability to give insight to everything in individual Canvas accounts.
 - Past enrollments show what is migrating over through the OIT process.
 - Modules come over from the OIT migration process. Hare recommended for faculty to see what has migrated and recommends that they request a "Sandbox" course. The sandbox will not be published for students to see.

- Modules serve as organizing folders. There is an option to review what the students will see using the “student view”. The Grades option is a permanent view for the student.
- Canvas is more robust than Blackboard and lines things up together. For example, once an assignment is created it will show up on the syllabus, the modules, the calendar, and the grade book. The calendar allows the students to see their assignments, and it never removes anything from the calendar, once an item is completed, it just strikes through.
- Canvas allows feedback via media form.
- Sheets asked when can we request a sandbox set up for new faculty. Hare believed that as soon as there is a 991#, a request can be made for access.

VII. Your questions and announcements

- Rider reminded everyone that faculty teaching in the UDIE category in fall 2021 should attend one of the workshops offered to prepare faculty for assessment activities that will be required of them. Dates are: September 13, 3:00-4:30 via Zoom or September 14, 1:00-2:30 via Zoom. The workshop dates for faculty teaching in the Science and Lab category in fall 2021 are September 8, 3:00-4:30 via Zoom or September 10, 10:00-11:30 via Zoom. Zoom links are forthcoming.
- Yousif’s understanding was that by early October, students who wish to attend/participate in campus events are required to provide additional COVID measures, not just masking.
- Berchild stated that the Excel spreadsheet from Nancy Rogers allows chairpersons to enter the names of students who are, or want to be, engaged in events and then send her the form once a week. The Dean of Students then contacts the students to let them know that they must turn in their proof of vaccine, or go through mandatory COVID testing twice a week for the extent of the event to participate.
- Yousif, noted that the numbers of students who have uploaded their vaccine cards are around 2200, and he suspects that many more have been vaccinated, but not uploaded their cards.
- Stofferahn asked about the status of face-to-face meetings. Rider said that her department is running on a hybrid format, and she feels that probably won’t change for her department for the entire year. Buchanan shared that his department meets face to face and masked in performance hall. Wurtz shared that hybrid is working well for them, and noted that attendance has increased. Yousif said that the reason the Provost asked for us not to have face-to-face faculty meetings was so that if there is an illness, there isn’t a risk for the whole department falling ill or needing to quarantine.

Next Meeting: Tuesday, September 28, 2021

College of Arts and Sciences
Council of Chairpersons
October 5, 2021

Present: Ballard, Berchild, Bergbower, Brown, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Seung, Sheets, Stofferahn, Woods, Wurtz, Yousif

Absent: Clark, Tucker

Guest: UC Dean, Linda Maule

- I. Approval of the September 7, 2021 Minutes – Approved.
- II. UC Dean, Linda Maule – Lilly Endowment/Project Success
 - Three phases of the grant:
 - Phase 1: Planning grant, \$250,000
 - Phase 2: Responding to Institutional Challenges grant, \$2.5 million
 - Phase 3: Sycamores Achieve: Scaling to Success Grant, \$6.5 million. Competitive, with a limited number of institutions awarded Phase III, and encouraged cross-institution collaboration, thus the development of Pathway to Blue (IVY Tech & ISU collaboration). This portion of the grant also ties in nicely with Sycamore Advantage.
 - Project Success has been around for many years and was designed by Admissions to bring students to campus a week before the start of the fall semester. The high school GPA must be 2.5-3.25 (excluding Honors, Athletes, and International students).
 - The program has been expanded from a 1-year program to a 4-year program.
 - Project Success Advisor:
 - Freshmen academic advising will remain with the UC.
 - The post-transition role of the Project Success Advisor will shift to a secondary advisor (or a coach), and will not work with the student on the academic schedule. The UC Project Success advisors might assist with 21st Century Scholars' requirements, financial aid, Academic appeals, Applying for Bridge the Gap scholarships, and moving students out of academic probation and into good academic standing.
 - Discussion:
 - Rider asked how chairpersons know what students are targeted for Project Success. Maule agreed that chairs need to have a way to identify the students, so she will work with Admissions to find away to make that happen. In terms of UC110, while the department level course is typically about resources specific to the department, at the UC level, it is about time management, organization, negative self-talk, self-efficacy, locus of control. Rider felt that it would be helpful for both the departments and the UC to collaborate closer with the UC110 to help bridge the two courses. Maule agreed, and asked for the chairpersons to email her if they are interested in collaborating with the two courses (UC 110 and the UC 110 departmental course).
 - Israel suggested that we also need development opportunities for our departmental advisors and asked if that would be part of the grant in the future. She also asked who to contact when reaching out to UC advisors now. Maule said to contact Dr. Ashleigh Crowe. Stofferahn asked if there is going to be a point of contact at each college, and Yousif suggested that Fischer should be contact for CAS because of his work with the UC committee.

- Maule commented that the only course that is required is the freshman transition course, and it has already been approved and already exists. The other courses, now under Phase III are optional, or possibly a directed Foundational Studies course, or another optional UC course.
- Rider asked about the Mentoring Center and what its role is. Maule replied that the center is critical to the success of the grant because every single Student Success student will have a peer mentor. Those students who are mentored may in turn become peer mentors themselves in their sophomore and junior years.
- Feel free to contact Linda with questions about the grant.

III. Bassam:

- Announcements
 - Please encourage students to upload their COVID vaccinations cards because doing so will help the administration know if students are not vaccinated, or just not uploading their cards. Uploaded cards by students is currently at 40%.
 - More voluntary anti-bias trainings for smaller, targeted groups are being considered by the university.
- Homecoming
 - New this year, is each college hosting a reception on campus from 9-11. There will also be a College table at the “Sycamore Village” inside of Memorial Stadium. We would like departmental participation, in a similar format as Parent’s weekend.
 - Fischer said that the Parent’s Weekend went very well for our first year. We have some great ideas for next fall with planning beginning in early spring.
 - Rider suggested holding the College Homecoming Open House on the north side of Stalker Hall.

IV. Chris:

- Announcements
 - FYI: Communications defines a social media stream inactive if there are no postings for six months.

V. Dennis:

- No announcements.

VI. Your questions and announcements

- N/A

Next Meeting: Tuesday, October 19, 2021

College of Arts and Sciences
Council of Chairpersons
November 2, 2021

Present: Ballard, Berchild, Bergbower, Brown, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Sheets, Stofferahn, Woods, Wurtz, Yousif

Absent: Clark, Seung, Tucker

I. Approval of the October 5, 2021 Minutes – Tabled

II. Bassam:

- Please read Provost Olsen’s email about the Canvas transition. If your faculty insist using Blackboard in the spring, then please contact Kristie Bigler.
- We are beginning to get the second-year reviews and quite a few of your faculty haven’t uploaded their peer evaluations. Make sure they have at least 2-3 evaluations by their 3rd year. They should really have an evaluation for every year because it is helpful to know what their standing is in relation to P&T.
- Homecoming Open House
 - Thank you very much for your attendance and help. The turnout wasn’t what we hoped it would be, but the College was well represented.

III. Dennis:

- Transfer equivalencies:
 - A large percentage of evaluations are for the online LPN to BSN nursing program. There are estimates that this account for 70+% of the evaluations you are doing. Ballard is going to try to reduce the number of HHS evaluations.
 - Stofferahn suggested that it might be more convenient if the requests for evaluating came bundled instead of in multiple emails. Ballard said that the system doesn’t have that capability.
 - Rider asked if the current volume is from a backlog or if it is the normal amount that we are going to have daily. Ballard said that it is truly the number and not a back log.
 - Cavanaugh’s strategy is to do them as soon as they come in so that it doesn’t get lost in a sea of email.
 - Ballard said that the notification box can be unchecked, but then there will be no notifications and it would be up to the individual to be sure to stay on top.
- Incomplete Grades
 - ORR: Old incomplete grades, some as far back as 10-15 years, and have no default grade assigned. Many times, the professor who assigned the grade is no longer with us, so there is no one to ask about the grade. ORR is proposing that we turn them into a “U” (unsatisfactory) grades since that won’t change the students’ GPA.
 - Liz asked if there was anything wrong with leaving it as an “I” (incomplete) which also does not affect the GPA. Ballard said that it is an ISU policy that students can’t graduate with an Incomplete. Bergbower asked about using an “NX” (no grade submitted) instead of an “I”, and Ballard felt that was a good suggestion and will check with ORR.

- Students & COVID Messaging:
 - There is some concern that students aren't seeing the necessity of uploading their vaccination cards which will present a problem for them in the spring. Students may not know, or are unclear about the expectation, so please let your students know the importance of uploading their vaccination cards, and how failing to do so will impact them in the spring.
- Priority registration begins next Monday.

IV. Chris:

- A reminder that the window to submit any curricular changes is closing very quickly. This is especially true if changes must go through multiple levels of approval, otherwise it won't be in the catalog until the ensuing academic year.
- Fischer has updating the LinkedIn alumni database and asked for chairpersons to contact him if they want to review the database.
- A few chairpersons have expressed interest in understanding the Career Center Handshake system in relations to internships, interviews, etc. Darby Scism is happy to give a demonstration so please let him know if you are interested and he will reach out to Darby.

V. Ann Rider:

- As of today, we have 50 courses in the system, and it is our goal to have the UCC look at every course that is currently in Curriculog. We will vote as far out as mid-January, and that is as late as we can go because ORR needs to approve by March 1st. Any course not voted on before the January deadline will still be voted on by the UCC, but it will not be included in 2022 catalog and will be pushed to the 2023 catalog. The courses pushed to 2023 will not be visible on MySam to students who have a 2022 catalog (unless ORR can fix it), so chairpersons will need to work closely with the advisors in their departments. One concern is the number of courses submitted that are open to any major. If your department has not submitted courses that open enrollment covers, then the council may be coming back to the department and opening the category for a new submission for next year to make sure there are enough seats in that category. Please talk to your faculty about creating interdisciplinary HIP course that we will be needing next year.
- Kopaczewski asked if HIP was for the class that enters in 2022, or will it be retroactive? Rider responded that earliest it is needed is 2023 or 2024, but suggested that advisors and chairpersons keep an eye on the catalog year of transfer students.
- Israel asked if HIP is going to be required for Honors, and Rider said it is not required.

IV. Items for discussion:

- Rider asked where admissions stands in terms of sending information to department chairs about students who have been admitted. If they want us to start reaching out then we need to know sooner than later. Yousif said that he will mention it again in PAC.

Next Meeting: Tuesday, November 16

College of Arts and Sciences
Council of Chairpersons
November 16, 2021

Present: Ballard, Berchild, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Latimer, Lee, Mitchell, Rider, Sheets, Stofferahn, Woods, Wurtz, Yousif

Absent: Brown, Clark, Kopaczewski, Seung, Tucker

Guest: Darby Scism, Career Center

- I. Approval of the October 5th and November 2nd Minutes – Not reviewed.
- II. Darby Scism, Career Center: Overview/Demo of Handshake
 - Handshake is the #1 product in the US for Career Centers.
 - Students log in through the ISU Portal.
 - The profile looks a little like a LinkedIn profile. Students can make their profile visible to other students, alumni, and employers. They can include their interests, employment history, education, and resumes; they can also choose whether they are visible or not. They can upload cover letters and other supporting documents. Students also have the option of completing the career interest section in as much detail as they like.
 - We don't use Handshake for on campus jobs, we use ATS through HR.
 - Internships for credit: If students are doing an internship for credit, they required to report that internship through Handshake, this triggers the approval workflow. The faculty member gets an email with a link to the internship site the student has entered, and then the faculty member approves it and it goes back to the employer. Once the employer approves, it comes back to us and then we will contact the student if there are any questions and then approve (hopefully) within 48 hours.
 - Students should register for the internship class as soon as possible, they don't have to have an internship to register for the class. If the student is starting an internship class in January and wanting to start internship in January, they should really be looking for an internship in October. Students really must talk to their faculty first to make sure the internship site meets the requirements ahead of time and that an agreement is already in place.
 - The Jobs tab displays opportunities put into the system by employers and internship sites. Any employer across the country who has an account may upload a job to Handshake. IU is a Handshake school, but Purdue is not.
 - The students can use the Employer tab to search for a specific employer.
 - Israel asked about Banner overriding the graduation date on their Handshake site. Scism said that many students create their profile in their freshman year and update it. Currently, Banner updates the graduation dates and the GPA, but she will see if the frequency can be increased.
 - Alumni who have graduated since we got this system remain, and will transition to alumni status.
 - Stofferahn was interested to see how ISU Advantage and the Career Center pairs up. Scism is excited about the possibilities.
 - Rider noted that the one of the skills requirements in the new HIP courses is that anything internship, or experiential learning based must follow the Career Center handbook, and that requires using Handshake.
 - Glende asked if local employers have access to this to recruit locally? Scism said yes, any employer can create and account.
 - Kyle Harris is the Career Center assistant director, and is the point of contact for internships.

III. Bassam:

- Announcements
 - Thanks for passing along the Sycamore Health Initiative. The uploaded immunization cards have increased to 58%. By January 1st, all faculty, staff and students must be vaccinated and provide proof of vaccine, or participate in weekly testing.
- Reminder
 - The deadline for Blackboard is Dec. 15th. Refer to the Provost's message of November 5 for more information.
 - Commencement is back in full, please encourage faculty to attend.
 - Yousif asked the chairpersons to remind the faculty that we cannot move forward with paperwork for replacement faculty until the retiring faculty member has signed the retirement paperwork in HR.

IV. Dennis:

- Transfer equivalency
 - We have reached an agreement with Nursing that will cut back on the number of items for review after the first the year, and we are hoping for a decrease of 25%.
 - His sense is that administrators don't realize the amount of work the system has generated for chairpersons. Some chairpersons are approaching 400 items that must be reviewed since we have been working with this system. Dennis asked about the amount of your day being spent on reviewing transfer equivalencies.
 - Rider would like to understand why she is receiving equivalencies that are from 1995. Is there no policy about accepting transcripts from 1995? Ballard replied that if that course is still an active course, or appears in a catalog, then it must be reviewed.
 - Wurtz added that how we teach that course today is much different from how we taught in 1995. It makes it difficult to evaluate because what they may have done in that class then is very different from what we do now. He has seen classes coming through that appear to articulate the same thing twice. Ballard agreed that there are duplications and that's what the XX designation is for, so that we may begin to know when the course has already been reviewed. Once we have been in the system for one year, we will be able to see what the trends are.
 - Bassam asked the chairpersons to send Nancy an estimate of how much time you spend doing the equivalencies.
- Advising issues for students approaching graduation
 - Holly Hobaugh did an analysis of the students who have applied for graduation in December, and took detailed notes of the students and shared that information with the chairperson. We have a new person starting two weeks from today who will take over this task. We hope to have this kind of communication to the chairpersons 2-3 times a year. We are trying to have a more proactive approach.
 - Buchanan asked for the administrative assistants to also be copied on the report. Ballard said that he cannot send lists like these to admins because of FERPA, and even chairs shouldn't forward the list in its entirety to their advisors and should copy/paste only the information specific to the advisor.
- Other
 - This past Saturday was Sycamore Preview Day, and 45 of the of 80 who registered to come were CAS students. Ballard separate the attendees by departments and majors and send those names to the chairpersons.

V. Chris:

- Announcements
 - Admissions is gearing up to start sharing information on admitted students. The goal is early December.
 - Canvas migration: We had one or two departments where instructors had canvas sites generated from an older version of the schedule, if that is the case, please have them double check to make sure all their courses are current.
 - If you have curriculum put in, thank you. AAC is trying to meet every Friday from now through the rest of the semester to get those to CAAC, so Jamie may be contacting you keep things moving.
 - Reminder to send him any events for next semester.

VI. Your Items for Discussion

- Buchanan: Music is hosting its Holiday Program on Sunday December 5 at the University Hall Theater.
- Israel asked for the chairs to reach out to her if they have tenure-track faculty who are doing something social science related because the Social Science Seminar is a good venue to share that research.

Next Meeting: Tuesday, December 7

College of Arts and Sciences
Council of Chairpersons
December 14, 2021

Present: Ballard, Berchild, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee Mitchell, Rider, Seung, Sheets, Stofferahn, Woods, Wurtz, Yousif

Absent: Brown, Clark

Guest: Jeff Larsen, Student Media

- I. Approval of the November 16, 2021 Minutes – Approved as submitted.
- II. Jeff Larsen – Student Media
 - The corporate video production unit, SycCreations, provides fee-based services for ISU and throughout the Wabash Valley for video, web design, and graphic design.
 - This past summer, Dean Alp, with the College of Technology, asked us to help with their accreditation review. We provided 30 different videos of their labs and classrooms for the virtual visit.
 - We provided Health and Human Services with multiple videos to run on their main web page.
 - We have provided content for Give to Blue Day.
 - SycCreations placed third in Corporate Video at the 2021 student competition last winter.
 - We also provide recordings for guest speakers and presentations.
 - To arrive at a fee, Jeff calculates the number of hours in the project, pre-planning, travel, shooting time, editing and post production time. The editing is the most important part of the pricing. All fees go back into covering the wages for student employees, and his staff is 100% student based. Jeff communicates with the clients and keeps the student staff in the loop.
 - Ann asked if we can pull money for productions from student wages since the payments go to support student wages, and Bassam felt that it would be allowed.
 - Bassam asked how much lead-time was preferred. Jeff said that 1-3 months is ideal, because we must work around student's schedules. Normally, depending on the project, we can get the shooting done within one day, the heavy work comes in during editing.
 - Our student employees' area of studies range from communication, graphic design, web design, development, and business. He doesn't hire staff based just on their majors.
 - Tom Gray said that Foundation uses them for many things, and they do an outstanding job. Stofferahn added that SycCreations helped with some faculty profiles and did a great job. Israel thanked Jeff because his team saved Econ. when it had to do the TikTok videos last year.
- III. Bassam:
 - Announcements
 - Thanks for passing along the Sycamore Health Initiative to departmental staff and students. The uploaded immunization cards have increased to 58%. By January 1st, all faculty, staff and students must be vaccinated and provide proof of vaccine, or participate in weekly testing.
 - The Sycamore Health Initiative (<https://www.indstate.edu/covid/sycamore-community-health-initiative>) rolls out on January 3rd for faculty and staff, and for students it starts on January 10th. As of December 5th, 70% of staff and faculty have uploaded their vaccination cards.
 - The Provost's recent email laid out 4 graduated steps (different between faculty and staff) with required actions, leading up to termination.

- Free, walk-in vaccinations are available to students and employees from 1:00-4:30 p.m. on Tuesdays and Thursdays at the Student Health Center.
- Reminders
 - Give to Blue is set for March 16th.
 - Tom shared that the Foundation is using a new vendor this year that is going to offer more functionality. The system is called ScaleFunder software called RNL. Nancy has agreed to serve as a Collaborator for CAS, and she and Martin will assist with the initial set-up because we will have to set up the CAS framework from scratch. The goal this year is to increase from last year, which was an outstanding \$80,000.
 - Searches: If faculty have indicated retirement, please encourage them to file their paperwork with HR so that the department may begin to pursue hiring.
 - Academic Affairs hasn't given us numbers for instructional budget yet. Bassam's best guess is between 5-10% cut in the instructional budget. The Provost wants to be in the position to inform faculty who aren't returning for next year by February 1st.
 - Debra asked how to schedule instruction for spring, if February 1st is the deadline to notify instructors who aren't returning. Yousif said that he has no information to work with yet, and encouraged chairpersons to proceed with the best guess.

IV. Dennis:

- Grade Appeals
 - Policy library language on grade appeals referencing (instate.edu/policy-library/university-level-grade-appeals 323.1 basis for appeal) 5 standards for appeal.
 - 323.2.1 Until grades are submitted, there is nothing to appeal. So, the first step for the student is to meet with the instructor after assignment of the final grade. The appeal process calls for significant interaction, and that can't take place via email, so if not face-to-face, then a phone call or Zoom is the better choice.
 - Conversation with both the instructor chair must happen after the final grade has been submitted. Lastly, the student speaks with Dennis, as associate dean. The goal is to find resolution at one of the three levels of communication.
 - Instances of plagiarism and a grade appeal are especially complicated. We had a student notified this semester that they were guilty of plagiarism on an assignment. There was then a second case for this student in late September. The Instructor's policy was that a second case of plagiarism in the class meant that the student received a zero for the course. If the student can't appeal a grade until AFTER the final grade has been submitted, then what do they do for the rest of the semester? To make this more complex, this student was a first semester freshman, and the instructor did not report the case of plagiarism, so the student had no one to talk with. The student continued to attend and submit assignments for the rest of the semester, and the instructor told the student that their grade was "x", but remember, "your grade is still zero." The instructor finally reported the situation to student conduct just last week. Student Conduct recognizes that the timing of the reports is an issue. While Dennis respects the instructors' right to take whatever penalty they need to in a course, the instructor did not report the misconduct in a timely fashion.
 - Dennis encourages chairpersons and faculty to submit the penalty form as soon the misconduct has happened so that students have an opportunity to appeal and not spend the rest of the semester in limbo with no recourse.
 - Jim asked how to handle appeals for someone who is no longer with the university or who is incapacitated. Dennis said that if the instructor isn't available, then it goes to the dean's level. If that doesn't happen then the Dean will convene the Grade Appeal Committee.

V. Chris F.:

- Announcements
 - Reminders to send events, etc. to Chris and cc Nancy so she can put them on the college calendar as well.
 - Career and other related items:
 - February 16th is an all major Career and Internship Fair. Darby has reached out to instructors of Capstone courses to ask them to encourage students to that fair.
 - February 23rd is the Health Services Fair.
 - March 22 is a workshop on careers in public service
 - If the department is doing any sort of engagement with alumni, whether through Capstone classes or round tables, please Chris know so he can be sure the alum a thank-you note. He will reach out to the Alumni Association as well.

VI. Your Items for Discussion

- Debra asked how the chairpersons are approaching the Academic Health Check that is required to be completed by January 18th. Chris F. mentioned that Kerri Yousif encourages chairs to make sure faculty are aware of the report, so they have a basic understanding of where the department is, for better or for worse. Bergbower is on the task force and his take-away is that the Provost wants the departments to honestly evaluate themselves. Latimer is on the task force as well and she understands the January 18th deadline is to allow for review and adjustments ahead of the assessments scheduled for October.

Next Meeting: Tuesday, January 18, 2022

College of Arts and Sciences
Council of Chairpersons
January 18, 2022

Present: Ballard, Berchild, Bergbower, Brown, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee Mitchell, Rider, Schriver, Stofferahn, Woods, Wurtz, Yousif

Absent: Clark, Seung,

I. Approval of the December 12, 2021 Minutes – Approved as submitted.

II. Bassam:

- Announcements
- As Faculty Senate has declared COVID a major medical event, faculty are obligated to allow students who are away from campus because of COVID to hand in assignments that are past due or make up work when students were absent because of COVID. This is different from students trying to register late, where we are always concerned with whether that student will be able to pass the course and where faculty are not obligated to offer accommodation.
- Our budget reduction for this year isn't as much as we anticipated, however, next year we can expect a larger cut. There are likely instructors who will be able to return. It is important to note that there is not going to be an across-the-board reduction. Bassam and Dennis will be contacting chairpersons with in the next week, if there needs to be a reduction.
- Bassam strongly encouraged the chairpersons to hold all meetings via Zoom so that we don't risk whole departments being down.

III. Dennis:

- Meetings with Advisors
 - There is a major upgrade coming to MySam that should go live sometime between March and May. Most of the changes will be in the planning portion and focus on pre-requisites, and to make sure a course is in a semester that it's supposed to be offered. We must make sure our 8-semester plans match what the curricular requirements state.
 - We will again be hosting advising training sessions with individual departments. Maybe we can meet with department advisors via a special zoom meeting. It would be helpful for the chairpersons to also attend the meeting so that they can listen to their advisors' questions, etc.
- Because of budget restrictions, and with the reductions in students, we must reduce our course loads and look carefully at our schedules. The budget for this summer has been cut significantly so Dennis will reach out to chairpersons as needed to discuss options.
- Stofferahn, Israel, Brown, and Wurtz raised concerns about the negative effects that across-the-board cut would have on students and faculty
- Dennis works hard to keep a margin in the summer budget so that there is something available when a special request is received.

IV. Chris F.

- College Bulletin
 - Reminders to send events, etc. to Chris and cc Nancy so she can put them on the college calendar as well.
- Curriculum and the BOT
 - Bottom line, if we think about this in term as schedules, items that ICHE needs to review should be under way this semester to make the Fall 23 calendar. Anything to the Board (new minors, new certificates) should be getting worked on now to make the first reading at the

December BOT meeting.

V. Tom Gray – Give to Blue

- Give to Blue is March 16th. We raised over a million for ISU last year, and over 80,000 for CAS.
- We are looking for a matching donor for this year. You may recall that Mike Alkire stepped up last year to help us with the Pre-Professional. Please contact Tom if you know of someone who has the capacity and the desire to be our matching donor.
- We have a new software platform this year called ScaleFunder. I will be working with Nancy and Martin for the CAS portion.
- In addition to external donations, we need to also focus on donations from within the College from our own faculty, staff, and students.
- This Saturday the 22nd at 1:00 the Sycamore men's basketball plays Valpo. The theme is "Black Out Cancer" and all proceeds go to the Porter Cancer Research.

VI. Your items for discussion

- Stofferahn asked if the new portal could show the faculty badges in the same format as the old version did. Bassam agreed that the old badges were better and asked chairpersons to send their comments to Nancy.
- Ann shared that a special event for Hispanic students and their families is set for February 9th. The event will target enrollment and assistance for our Hispanic students and their families. More information to come.

Next Meeting: Tuesday, February 15, 2022

College of Arts and Sciences
Council of Chairpersons
February 15, 2022

Present: Ballard, Berchild, Bergbower, Brown, Buchanan, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Mitchell, Rider, Schriver, Stofferahn, Woods, Wurtz, Yousif

Absent: Cavanaugh, Clark, Lee, Seung

I. Approval of the January 18, 2022 Minutes – tabled.

II. Bassam:

- Announcements
 - A special meeting with Provost Olsen to discuss Sycamore Advantage is scheduled for February 22nd.
- Reminders
 - Give to Blue on March 16th. Tom Gray will provide more information as the date draws near.
 - The format of New Student Orientation this summer will be less academically/programmatic themed and will include current faculty and students to speak more directly about the experience at ISU. Prospective students are making more campus visits and waiting until later in the summer to make their final decisions.
 - A few chairpersons mentioned that their departments were listed in the wrong discipline or not mentioned in disciplines where courses cross-over into other colleges. The chairpersons were disappointed at the lack of early communication from ORR in the planning stages of the NSO format.

III. Mike:

- Scholarships and other items
 - Reminders the deadline for students to apply for scholarships on the Branch is March 1st.
 - March 8th is when scholarship dollars are available in the Branch.
 - Selections must be in the Branch by April 4th.
 - If there are specific departmental scholarships available, the students need to apply ASAP.
 - Training for the Branch is now in Canvas.
 - Log into the Branch to make sure everything looks good.
 - Email Mike with or Kelly Pierce with questions, visit scholarships.indstate.edu
 - Official announcements go out the week of May 2nd and the selections are finalized on April 25th.

IV. Chris

- For those of you who want lists of admitted students, Admissions is refreshing the one-drive Excel sheets every month, so the January admits should be available.
- Curriculum and the BOT
 - August 1st is the deadline for course fees.
 - Program or curriculum revisions are due by October 1st. If courses and program revisions need to go to TEC or to the Graduate Council first, then submit earlier than October 1st.
 - Because of the changes to how items are presented to the BOT, if a new minor or new certificate needs approval, it is strongly recommended that it be entered into the system by June 1st so that it be ready for governance next fall.

- If there is a new major to propose, get it in ASAP because it takes a long time to get in through ICHE.
- Jamie and Myla and I created a fillable form to help slate the P&T and Grad Committees. The form will be distributed to the chairpersons in March.

V. Bassam and Dennis:

- S&E
 - Academic Affairs is initiating a 10% cut in their S&E for the next fiscal year, and the carry-forward sweep will again take place.
- Instructional and summer budgets - Bassam
 - There is a ½ million dollar cut for this year, and next year's cut will likely be larger.
 - We may be forced to cut instructors in the future. Staff vacancies are not being replaced on a 1-1 basis, although staff are paid so little so that actual savings there is minimal. Departments are being encouraged to share staff, and faculty are encouraged to do some of their own work.
 - Despite all of this, we have been approved to move forward on some faculty searches.
- Summer budget:
 - The College tries to offer a maximum number of classes in as wide a category as possible. We have a deficit of \$200,000 for summer. Dennis ran some simulations, and if we can cap pay at a maximum of \$75,000, that reduces our expenses by \$50,000, which still leaves a deficit \$160,000. Bassam added that we need to balance as closely as possible for the summer so we don't have to cut from fall and spring to balance.
 - Dennis mentioned that there are always requests that about classes needed to allow a student to graduate on time. He usually knows of a few courses that can be cut that allow for some more flexibility to fund the exceptional course needs.
 - Bullet points from robust discussion:
 - There have been a series of productive email exchanges between chairpersons about instituting salary caps and bringing the topic before Faculty Senate once again. A consensus was that it would be beneficial for the group who presents to Faculty Senate to have a prepared statement ready to go in support of the cap.
 - It is unacceptable that we are going to make chairpersons cancel classes that have a history of enrolling 30 or more students just because they don't have a faculty member to teach that class who is "cheaper". If faculty want to teach and are willing to teach at a lower compensation, then we should offer it to them.
 - It was suggested that we do not make the summer schedule a year ahead, because students plan on not taking something in the spring because they believe that it is going to be taught in the summer. If we're not sure that a summer course is not going to be taught, then we should not publicize it.
 - Let's remember that this is also a student success issue. If students are taking compressed classes offered in summer, then don't we want our best teachers in front of the class? Equally important is that we remember that some junior faculty consider a summer class as part of their income.

VI. Your items for discussion

- Music will host a series of concerts after Spring Break featuring instrumental and voice.
- English has the Theater/Dreiser visitor writer's series, on Zoom, this Thursday at 6pm. Zoom link in ISU today.
- Political Science International Speaker Series begins tomorrow, on Zoom at 4:30.

Next Meeting: Tuesday, February 22, 2022

College of Arts and Sciences
Council of Chairpersons
March 15, 2022

Present: Ballard, Berchild, Bergbower, Brown, Buchanan, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Schriver, Stofferahn, Woods, Wurtz, Yousif

Absent: Cavanaugh, Clark, Seung

I. Approval of the January 18, 15, & 22 Minutes – Approved

II. Guest: Faith Healey – Admissions

- We anticipate first-time/full-time traditional enrollment to be at a 33% growth over last year. Our goal is 1800 students and we feel confident that we will surpass that number, as of this morning, we are just shy of 1000 students who have confirmed.
- Based on the admit pool, transfers are almost 20% up from over last year. We are looking for 725-750 new transfers for this fall.
- Graduate enrollment is down a little bit, but we usually see movement for graduate enrollment in the summer.
- We have an admitted student day scheduled for March 19th. Participation from the chairpersons and some faculty members is ideal so that they can present directly to the students about what their programs are like.
- We are planning program specific days for recruiting (especially on Saturdays). More information to follow.
- Faith said that her office is happy to help facilitate department specific programs, because they tend to be more of a hands-on, specific program.
- We send out an updated list of admitted students every month. We also have call scripts and email scripts, please contact Faith if that is something your department might be interested in doing.
- She thinks that CAS is one of the better colleges with reaching out to admitted students.
- The next big event is Call Nights, and CAS, is scheduled for May 12 and May 13. We would like to have 10 students who can come to the Welcome Center to use call lists for reaching out students Faith asked for a list of 10 names of students we think will be good for the event.
- We are also looking at a developing a Faculty Fellows program. We currently have Dr. Lucy Campbell, who supports us with Latino recruitment. The goal is to provide some training in the fall and then have faculty members help with the yield activities next spring. If you are interested in recruitment and enrollment, please contact Faith.
- Q/A
 - Do you find that calling students on the phone is in fact useful? Faith felt that it is very important to vary the types of communications that we are using because students prefer communications in various ways. She expects about a 20% answer rate on phone calls, and about the same rate with emails.
 - Do you have an update on international student enrollment? Faith replied that we are up with 272 admits so far this year. The Common App is a new option, and that should make applying to ISU much easier.
 - The chairpersons would like for the admissions staff who conduct the campus tours to know more about our programs. Currently, the tour guides don't seem to even know what departments are in the buildings. Faith said that the Admissions teams meet every Friday, and she will pass that information along.
 - Is there a strategic document/plan from admissions that would be helpful to share with the chairpersons for the year? Faith responded that there is a strategic enrollment plan that is long term, and that they are in the middle of building a document that maps out the journey

of the student and what sort of marketing/communication is needed for recruiting. We're looking at July 1 for roll out for Fall 2023 and she will be sure the information is shared with the colleges.

III. Bassam: Announcements

- Announcements
 - Give to Blue on March 16th. CAS will be hosting "Dogs with the Deans" in the Stalker Hall Lobby from 11:30-1:00 p.m.
 - It was announced at PAC that faculty that Blackboard will be unavailable after August, except through special request. Please contact Bassam or Chris with any special requests.
 - Teaching accommodations in the classrooms are up to the instructor. There are no accommodations for faculty teaching.
 - Commencement is scheduled for May 7th, and CAS has the 3:00 pm ceremony. We will host our Open House downstairs in the Stalker Hall Lobby from Noon to 1:30. Please attend and encourage your students to stop by on the way to Commencement.
 - Reminder that the CAS Honors Celebration is Tuesday, April 19th from 6:30-8:30 in Tirey. Send Nancy your Outstanding Senior nominations and their biographies by March 21st.
 - The Dean's Talk is slated for Friday, April 29th at 3:30 p.m. in HMSU, Dede III.
 - Bassam shared that there is a lack of enthusiasm about honors conversion. Please encourage faculty to do those if they can. Students are waiting until the last minute, perhaps as late as mid-semester, to ask for a conversion to honors
 - Bassam announced that Alden Cavanaugh is stepping down as chair of Art at the end of March. He said that she has been wonderful to work with and he owes her a lot of gratitude.

IV. Dennis:

- Advising Matters
 - Saturday, March 19, is an on-campus event for accepted students. We have about 100 students coming to campus and we appreciate those of you who will be helping us.
 - Thursday, March 31st is an event for Project Success students advancing from the University College to their home colleges. Another program for everyone else is scheduled for Tuesday, April 5th at 3:30 in the afternoon. CAS will be hosting an event to welcome event for these students. We plan to talk especially about summer because they will get their new CAS advisor in May, and we need to make sure they know how to get support. The message from current UC advisors is that they are required to attend the event.
- Priority Registration is April 11th. Advisors gearing up for meetings with advisees in preparation for registration. April 11th is for seniors, students who have earned 90 credits, athletes, honors students, students needing accommodations. We hope that our advisors will reach out to their advisees to set up meetings to help them get ready for fall. This is important because it gives us an early idea what enrollment looks like.
- ORR has gone through Degree Maps and updates, and have completed comparisons, from their perspective, and have sent all 85 plans to us for review with a deadline of April 1st to get it back to them. They are also looking at courses that have pre or co requisites that are not appropriately on the plan and we're being asked to respond to those instances. We will be reaching out to the chairpersons for clarification when needed.
- July 15th is the next major upgrade to Mysam. The upgrade will be sensitive to the semester courses are offered, and to prerequisites.
- Civitas Learning Software is rolling out in the beginning of fall. The program will provide alerts to faculty to issue an alert about what their concern about the student, it will then be mapped through the system to their advisor, and to other units on campus, that coincide with the concern (Ex: Math/Writing center), and will be able to track through the system. Another capability is that it will predictively help us catch students who are at risk so advisors can reach out to

students in a timely fashion. This will also be the scheduling system of record for advisors to interact with their advisees, it will have a calendaring system that integrates with Outlook that allows for advisors to set a block of time for will be able to request a meeting.

- We need to have a listing of all our advisors, and how they prefer their students reach out to them to schedule advising appointments, also a list of times the advisors are available so that we can reach out to the advisor or admin to help the student.
- We're putting off our individual advisor meetings with the departments until September or October

V. Chris

- Career Readiness
 - Darby Scism, in Career Center, will offer a 1 credit-hour GS 399 class next fall, Mondays at Noon. It is geared at seniors thinking about the market, or juniors who want to think about internship for Jr/Sr summer. We hope to get 20-25 students enrolled. It will go over the nuts and bolts that students need to prepare for to get ready for the job market. Please share with your advisors and encourage them to inform their students about the class.
 - Think about ideas to do as a college next year for alumni events, like the humanities night for networking. We would like to have a week in mid-late fall where they put a focus on career readiness tie in with Career Center, alumni panels, professional pictures, etc. If we want to do this as a college, we need to start organizing this now. Darby request tat we find a way to tie it to classes somehow, because that will help to encourage attendance better than food, etc.
 - The graduate school is also trying to think of ways to increase enrollment for next year, students who have applied or been admitted. He will send an email to get a sense of what departments are doing to reach out to grad students, reaching out to those who haven't completed their applications. What is the process to contact admitted students? The goal is to move students to completing their applications, and then once getting admitted to enroll in classes.

VI. Tom Gray

- Tomorrow is our 4th annual Give to Blue Day.
 - For the college we did roughly \$86,000, we are at \$70,000 right now, so it looks like we will meet or exceed that number for this year.
 - We have partnered with Federal Coffee a special commemorative mug designed by an ISU student, and many restaurants and businesses in town are teamed with us as well and will share proceeds to GTB.
 - Ryan Niemiller, winner of America's Got Talent, and ISU alum, is giving free show tomorrow at the Sycamore Banquet Center at 7:00 p.m. The tickets are free but you must register at: indstate.edu/givetoblue
 - Every single fund is now searchable by typing in the fund, the more information they type in the more specific the choices will be. If you hear from someone tomorrow who is having problems finding the specific fund they want to donate to, please email Tom directly.
 - Is it true that our donor buttons on our websites won't work tomorrow, and that we need to funnel to the GTB website? Tom said that the buttons will direct people to the appropriate site.

VII. Your items for discussion

- Mike, it's scholarship season, so make sure you are selecting students and in to the branch by April 4th.

Next Meeting: Tuesday, April 5, 2022

College of Arts and Sciences
Council of Chairpersons
April 5, 2022

Present: Ballard, Berchild, Bergbower, Brown, Buchanan, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Schriver, Stofferahn, Woods, Wurtz, Yousif

Absent: Clark, Enriquez, Seung

I. Approval of the March 15, 2022 Minutes – No action taken.

II. Guest: Carrie Lutz - Business Engagement Center

- Our goal is to engage as many students as possible. We have a small group of students working with us who receive experiential learning through student employment. The Innovation Lab, currently set up as a Maker's Spaces in the basement of the Technology Bldg., will be relocating to the Career Center. Ideally, the space will be used to help students set up their businesses, websites, LLCs. How can we help your students do freelance work?
- We have identified Marshall, IL as our "Sustainable City" and will begin to work with them similarly to how Sustainability worked with Sullivan.
- Please send students interested in entrepreneurship and sustainability to Carrie. She would love to work with current or alumni.

• Guest: Jessica Starr - Community Engagement:

- We have one Faculty Service Learning Cohort going on this semester. We are launching another one in June that will meet on Tuesday/Thursday for 3 weeks. Faculty who participate received a stipend, and Jessica encouraged any who are interested to contact her for the details.
 - We have a Colorado trip coming up in May with 10 students and 10 chaperones. We would like more partnerships with these trips, and we encourage both faculty and staff to chaperone. If there is a community partner outside of the state that faculty are interested in working with, we can investigate that too.

III. Bassam: Announcements

- Kira Enriquez is the new interim chairperson of Arts and Design. Welcome Kira!
- The amendment to summer teaching payment has passed Faculty Senate. It was not the FEBC, but the amended proposal. The approved document compresses the rate for associates and full, and raises the pay for instructors and lecturers. Academic Affairs has asked us not to change our summer offerings right now. We don't know that it will be passed by BOT in time to be in effect for summer.
- This represents a significant cut to summer pay for some faculty. Please contact your faculty to make sure they are willing to work at the reduced rates. Please refer them to the James Gustafson's email for details. Bassam doesn't have an update for enrollment numbers.
- Announcing the College Educational Excellence Award and Outstanding Staff Award on April 29th.
- The CAS Commencement Open House is Saturday, May 7th from 12:00-1:30 in the SH Lobby.
- The GTB "Dogs with the Deans" event was a success event and we will host it again next year.
- April 19th is our Honors Celebration in Tirey Hall, with registration at 6:30 pm, and the program at 7:00 pm.
- Discussion:
 - Who decides who whether the class makes? Bassam feels that it will be up to the Dean's Office. It would be helpful if the decision on whether or not courses are offered was made before the students start enrolling in summer classes.

- Bassam reminded the chairpersons that anyone who is teaching in their last semester this summer that we should be able to make a case for them to be able to use Blackboard. There is no sense in having them to learn Canvas for their last semester. Debra believed that the deadline for Blackboard is May 31st.
- What are they going to do with the Blackboard site related to archiving and committee work? Chris Fischer suggested that everyone should begin to archive everything now, because there is a way to upload it to a Canvas site, separate from your sandbox account.

IV. Dennis: Civitas

- New Student Success software, Civitas, is coming online very quickly.
- The program will present information in one location so advisors won't need to go to multiple programs to find the information.
- Dennis will share a little about the new system at the next few Chairs' Council meetings.
- It should be open for people to practice with sometime in June, and we anticipate it going live sometime in August.
- Dennis reminded everyone that MySam a separate product, and will not be going anywhere.
- Discussion:
 - When we put a group together, is there any FERPA indications? Dennis did not think so, since those who would be on the groups would be current advisors who have already signed FERPA.

V. Chris

- FAD
 - Send Chris emails if there are requests for updating FAD for the next cycle. If there is a field that isn't there, or something needs to be added, we need to tell Susan by early May.
- Parents' Weekend
 - Tentatively scheduled for September 17th. The format will be oriented more towards our current students and only in a secondary fashion be a recruiting event. We are planning to have more hands-on activities, and use the Science Building as our host building so that we are centralized. We are looking at 2-3-hour window, probably from 10:00-Noon, and will precede a football game. More information to come.
- Career Readiness
 - We are considering taking a week or two next Fall to devote to career topics through workshops, and alumni events in various fields. Would there be an interest from our group to do something like that? The thought is that by spreading it out over a week or two will allow us to focus on various majors and minors.
 - The goal is to have this organized and announced in early August.
 - The Career center is willing to help us build the event.
 - Linda Maule is interested in Project Success students participating.
 - Discussion:
 - If we know far enough in advance, we can arrange for classes to attend the event.
 - This would also be a recruitment opportunity with our Transfer Students.

VI. Chris/Debra

- Scholarship Discussion
 - We have a segment of our students who don't want to ask for assistance in any form, which is unfortunate because so many scholarships are merit based.
 - The SGA hosts informational sessions November to encourage students to apply for scholarships.
 - Our advisors can also encourage students to apply for scholarships and direct them to the Branch.
 - Discussion:
 - Some feel that the Branch awards our more advantaged students and prevents some of our less fortunate students from benefiting.
 - Suggest departments determine the students based on their qualifications, and then send that list to the scholarship office. Ever since the scholarship office took control from the departments, it has been difficult to get students to apply for them in the Branch.
 - Sometimes the branch doesn't allow us to award the scholarship in the manner the donor laid out the scholarship.

VII. Your items for discussion

- The Jazz Ensemble performs this Wednesday, and the Spring Choral is this Friday night.
- Theater and the Dreiser Visiting Writer Series will host Poet Julie Morrisey on Thursday, April 14th, in the University Art Gallery at 6:00 pm.

Next Meeting: Tuesday, April 19, 2022

College of Arts and Sciences
Council of Chairpersons
April 19, 2022

Present: Ballard, Berchild, Bergbower, Brown, Buchanan, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Schriver, Stofferahn, Woods, Wurtz, Yousif

Absent: Clark, Enriquez, Seung

I. Approval of the March 15th and April 5th Minutes – Approved as submitted

II. Bassam:

- General Announcements
 - Welcome to Kira, Interim Chair for Art and Design.
 - Lisa Calvin will be stepping in for LLL on June 1st.
 - Rusty for Biology on June 1st.
 - Phil Glende is retiring and Martha Milner is stepping in as Interim Director for Student Media on June 1st.
 - Virgil is stepping down as chair. Jennifer Schriver is stepping in as Interim Chair.
 - The CAS Honors Celebration is tonight at 7:00 pm in Tirey Hall.
 - Nancy is working to arrange for a meeting with the Dean Candidates and the Chairs' Council.
- Summer Pay
 - Bassam suspects that the new pay format will not be implemented until next summer
- Instruction Modalities
 - Academic Affairs has been insistent that classes should be F2F, and there are no COVID accommodations for instructors. Distance delivery shouldn't be for the convenience of the faculty to the detriment of the students.
 - A brief discussion among the chairpersons indicated that there should to be some flexibility because we have programs that have both F2F and distance components.
 - Chris added that some on-campus students might get tagged to pay the extra \$30 distance fee if they have to take required courses online.
- Diversity, Equity, and Inclusion
 - Remember that diversity, equity and inclusion can be multi-dimensional, it doesn't have to be any one singular dynamic.
 - Rana Johnson has asked for each of the colleges to send her details on we are doing in the areas, equity, and inclusion. Please send Nancy a one or two sentence synopsis of your departments are doing (or what is in the planning phases) by April 30th.
 - Discussion:
 - Jen is working on an NSF grant to bring in with 2-3 groups of post doc students.
 - MST, new living learning community, gender inclusive scholars, and we are tying it to a section of Gender studies 200, and plan to kick off in the fall, particular the GDPC courses.
 - Psychology, value of teaching fellowship, something like a cohort across departments. Matt suggested tying the fellowship funding to GTB day.
 - Debra suggested that the university consider a visiting assistant professor position.

III. Dennis:

- New Student Outreach
 - The plan is for departmental specific Zoom sessions in the 2nd half of May. On Monday, April 25th, the University College will begin registering students for NSO. After the UC has pre-registered the students, then the UC advisors will email them with a link for the Zoom sessions.
- Discussion:
 - Suggest that we also hold a general session.
 - Departments will choose the day and time that works best for them
- Civitas
 - *Civitas* is an advisor and department chair portal. Advisors and chairpersons will be super-users.
 - There is an ability to filter by active and inactive students, by specific programs, and many other options depending on the filters selected.
 - Course Alerts allow faculty to select a course roster, and from there create an alert about a particular student by selecting from a pull-down menu under the headings of: Concerns, Student Should, and Advisor Should. The advisor will get an email notifying them of the concern, so between the faculty member and the advisor the student will get the help that they need.
 - Dennis hopes to hold departmental training in early August.

IV. Ann:

- Updates from UCC
 1. We have wrapped up the assessment for the science and the UDIE category. The UCC updates will give the dates for the workshops for those two categories. The science chairs know how important it is to get their faculty there for the workshop. The UDIE faculty need to attend as well. We need UDIE faculty feedback so that we can understand things better.
 2. HIP category, the council will be looking at a second array in place for fall 2023 for HIP courses. New courses should really be in Curriculog by September 15th. If there is work being done on NEW HIP courses, let Ann know ASAP so that the UCC can keep track. We are contacting the faculty members whose courses are not yet approved to give them feedback so they understand what changes need to be made. On those courses, we would like the syllabi in by June 1st so we have time to go back over to make sure there is no problems.
 3. The complete learning objectives for historical perspectives, social and behavior s ethics and social responsibility and global and cultural diversity – make sure FS teachers are aware of those learning objective changes. We plan to hold faculty lead workshops at the beginning of August to talk about ways the new learning objectives might be met, and to share ideas and strategies.

V. Your items for discussion

- We have a alumni speaker for Creason Memorial Lecture this Friday at 5:30 pm, in the University Hall Whitaker Room.
- Careers in History – ISU History Alumni Share Their Stories, Thursday, April 21 from 3:30-5:30, HMSU, 9th Floor.

Next Meeting: Tuesday, May 10, 2022