

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 21st 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 15th. 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