

College of Arts and Sciences  
Chair's Council  
January 28, 2020

Present: Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hill, Inlow, Israel, Kinne, Latimer, Olsen, Rider, Selman, Sheets, Stofferahn, Yousif, Wood

Absent: Ballard, Clark, Hantzis, Kruger, Perrin, Seung, Tucker

Guest: Hilary Duncan, Advancement

- I. Approval of Minutes from December 10, 2019 – Approved as submitted
- II. Give to Blue Day (March 11) – Guest Hilary Duncan
  - The first Give to Blue Day was wildly successful. Last year, CAS had 101 donors with \$6,153.
  - This year's event is scheduled for March 11<sup>th</sup>.
  - We have added an "other" option so specific departments can be entered. We will also have the option to direct the gift to multiple areas in one transaction.
  - The Night at the Museum will be a nice way to garner excitement. Chris O. added that SURE, Study Abroad, and post-graduate school fund remain the three primary areas for CAS.
  - Hilary reported that the mobile app is still a work in progress, but she will check on the status.
  - Last year, there were 346 social ambassadors and we encourage participating again this year as it is was a great way to promote your department and giving.
  - Hilary stated that the problem with matching donations has been fixed, and the matching button is at the top of the Give to Blue website. Challenges are another good way to increase donorship.
  - Terri H. is planning to use the limited science videos again through LinkedIn and Facebook. If departments have videos they want to share, please let Terri. H. know.
  - CAS will host a breakfast downstairs in the SH Lobby; details TBA.
  - Chris O. will email the CAS departments and alums on February 15, and will follow up on March 5<sup>th</sup> or 10<sup>th</sup> with emails to the alums.
  - Please direct everyone to: [indstate.edu/givetoblue](http://indstate.edu/givetoblue)
- III. Announcements
  - Chris O. announced that Faculty Council has supported the split of Math and Computer Science. Welcome Jeff Kinne, representing Computer Science.
  - Chris. O. reminded chairpersons not to send anymore late adds for classes.
  - Sabbatical reports are due today. Chris O. added specific language in his memos to the provost stating that departments are aware the college is unable to provide funds, and they are aware that they can cover them through either temporary unpaid overload by tenured or tenure track faculty, or through the use of one time department funds.
  - The Senate asked Chris O. to announce that the February 6<sup>th</sup> meeting at 3:30 is important in regards to general questions about university workload, curriculum, scheduling, degree reporting, and the bookstore. There are four years remaining in the Barnes and Noble contract.

- IV. CAAC Issues (Bassam Y.)
- CAAC has requested that each department clarify which minors are not open to majors. Bassam Y. added that if a major is unique (pedagogically) then there may be a reason why there is a minor.
  - Bassam Y. suggested having the spring curriculum completed by the beginning of the fall semester so that it is ready to go before the deadline.
- V. Career Readiness Spring Events (Chris F.)
- Chris F. announced that several spring events with the Career Center have been scheduled.
    1. Internship Panel comprised of 6-7 undergraduates who have completed internships. February 5<sup>th</sup> from 4:00-5:00 in the Career Center.
    2. Faculty discussion about graduate school geared towards sophomores and juniors. March 12<sup>th</sup> at Noon in stalker 105.
    3. College of Business panel on Career Sustainability April 2<sup>nd</sup> (time and location, TBA)
  - Chris F. asked for chairpersons to contact him if they sponsor events in their area that might be of a broader interest, and help to bring students to CAS.
  - A reminder on behalf of Darby Scism: If your department wants a capstone class or a midpoint gateway class presentation from the Ascend group to let her know. With enough notice, they can personalize a presentation for the department.
- VI. Staff positions, workload (Chris O.)
- Chris O. shared that for the next 2-3 years it will be a hard sale to fill vacated positions. Staff vacancies will be handled through attrition.
  - Please begin to think about ways to share workload digitally that won't require a physical change of location. Consider items such as travel, scheduling, ATS, Chrome River.
- VII. Your Items
- n/a

Next Meeting: February 4, 2020