

College of Arts and Sciences  
Chairs Council  
October 17, 2017

Present: Aldrich, Ballard, Berchild, Brown, Buchanan, Conant, Ganis, Glende, Glendening, Hall, Hantzis, Kruger-Newsham, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Clark, Menefee, Seung

Guests:

- I. Approve Minutes September 26, 2017 – The Minutes were approved as amended.
- II. Student Success Assessment/Plans
  - Chris distributed the departmental assessment reports with his comments back to the chairperson and asked that they send the revisions to Nancy by October 20th.
  - A general comment is that it would be helpful to link the accomplishments back to the initiatives.
  - The plan update is November 3<sup>rd</sup>.
- III. Experiential Learning/Career Readiness Reports, next steps
  - All programs are required to have career readiness competencies in place by fall 2018.
  - We can do this in a way that also correlates to the career competencies. A suggestion might be hosting a network day for the College, either by program or by department.
  - An Experiential Learning Culminating Experience was added to program curriculum in 2010. Nancy Rogers has clarified that the 200 hour requirement is cumulative and does not have to be in a particular course. For CAS, that requirement is probably met through lab science majors, theater, music, art, and internships. As a College we mainly need to define, demonstrate and document what we already do.
  - The Experiential Learning report is due Nancy Rogers on December 1<sup>st</sup>. Please also copy the Dean's Office.
- IV. Website update, next steps
  - Chris met with some alums in Chicago last week. They are excited about the alumni mentor program and the concept of the alumni mentor page.
  - Chad, Martin, Nancy and Chris are meeting regularly to work on the layout of the website. In theory, we hope to link the CAS Alumni Mentor page to each degree or department so that it is a similar format across all of the College pages.
  - For now, we need a list of five people who you feel would be good alumni mentors for your department. Please send their names and contact information to Nancy. SycCreations will then assist with posting a brief video or audio piece from the mentors.
- V. E-portfolios, updates so far
  - We have only received the 2<sup>nd</sup> year E-portfolios so far, and that was optional. It seems to be working well, but accessing the files from home is a little slow.
  - Bassam reminded the chairpersons that 1) the default start date on the evaluation forms is the date of the faculty appointment. However, the appropriate date range is the start date of work at ISU (or before in case of credit for work done elsewhere). 2) Please include .pdf documentation of articles, syllabi, peer and student evaluations, presentations, etc. If an article is forthcoming, please include the relevant documentation. 3) Please attach documents rather than typing in the URL. A linked document allows the reader to go straight to the document instead of needing to copy and paste the URL into a web browser.
  - Dennis: Please be sure to clearly document what other assignments your instructors are completing if they are not teaching five courses. Ideally, that information is documented in their hiring letter.

## VI. Your Items for Discussion

- Chris has submitted a proposal to the Faculty Senate to let the final review for part time lecturers be limited to the department level.
- We hope to document the number of courses that CAS teaches for programs in other colleges. Please send Chris a brief list via email of courses and seats that you provide (not including Foundational Studies).
- Theater: “A Piece of My Heart” opens October 18<sup>th</sup> and runs through October 22nd. It is a play about six American nurses in the Vietnam War.
- Economics: Economist Morton Marcus is the featured speaker at the Creason Memorial Lecture on October 18<sup>th</sup>.
- African and African American Studies will celebrate its 40<sup>th</sup> Anniversary tomorrow with a reception in the Stalker Lobby.
- Dennis: You will receive an interim grade report from our office, in addition to the one that you have thus far received. The new report will include all grades given by everyone teaching in the department, not only grades received by majors. We hope the new format will allow chairpersons to be better informed about interim grades coming given out in their area.

Next Meeting: October 31, 2017