

College of Arts and Sciences  
Chairs Council  
November 13, 2018

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

Absent: Clark, Seung

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

II. Announcements (Chris O.)

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

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

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

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

Next Meeting: Tuesday, November 27