

College of Arts and Sciences
Chairs Council
February 12, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Conant, Fischer, Glende, Glendening, Hall, Hantzis, Hill, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Yousif

Absent: Clark, Seung, Tucker

I. Approval of Minutes from January 22, 2019 – Approved as amended.

II. Announcements (Olsen)

- Fischer will send the historical data on the Outstanding Seniors to the departments to help gather updated information on their locations. It would be helpful to include their LinkedIn information.
- Olsen informed the chairpersons that the merit pay documents are to be sent to the College and not to Faculty Senate. The deadline for submission is February 15 and please send them to Nancy's attention.
- Olsen thanked everyone for completing the F survey. The responses showed that 50-55% of the Fs were explained by attendance. Rider asked why they did not include the issues some student have with purchasing textbooks. Olsen responded that the data we generated indicated that the students can't afford the books and so they are embarrassed and don't come to class and it snowballs from there. Hantzis noted that many departments go to many lengths to provide textbooks for their students.

III. Undeclared majors, outreach, Blue Reports (Ballard and Olsen)

- Ballard demonstrated using Blue Reports to determine undeclared majors. Go to the Academic Chair link and then to the enrollment list, scroll down to undecided and then select course and up will come their names and 991s.
- Fischer added that there is an Argos report that can find undeclared students and in what courses they are enrolled. He has been sorting them and sending them to individual instructors. The chairpersons asked for him to send it to them as well.
- Ballard mentioned that the conditional admits and undecided are classified as undeclared by Admissions, but they can be contacted as well.
- Stofferahn asked if chairpersons can contact high school students who are admitted to the university and who have stated interest in specific major. Olsen replied there is no problem with identifying those students but asked that they not be contacted (for now) so that we do not step on the work that the SEM Council is doing.
- Hantzis said that it would be helpful if the University College would send chairpersons a copy of the letter that they send out to the students. Olsen agreed that understanding what information gets communicated when would be helpful, particularly with the volume of contacts freshman receive. The SEM Council is working on a plan to roll out in 2020 that will directly involve the departments in the communications.

IV. Day of Giving (Olsen and Hill)

- Olsen announced that the Day of Giving is March 13th. University Marketing has outsourced this event so for the day, our customized links will not work so please use the drop down and choose “other”.
- Hill mentioned that if we are going to encourage giving for the day to route our guests to specific links. She will send out links to help guide them, and she will try to “pre select” the “other” pull down menu.
- Hill asked for us to help get the word out on the event schedule.
- Olsen commented that the immediate task is sign up ambassadors. If there are alums who are active in social media reach out to them. Consider a challenge for the alums who are most active, there will be an award for the most donations.
- The minimum donation is \$5
- Our target areas are: SURE, post graduate fund, study abroad.

V. SEM meetings, follow-up

- Olsen reported that there were 900 attendees at the SEM meetings and shared that a new survey is under development to get better feedback.
- Hantzis appreciated the transparency but asked if have a coordinated plan for submitting our feedback? Olsen will get clarification on the follow up plan. He felt that the information that was presented was quite clear but there was not enough time for discussion from the attendees.
- Cavanaugh shared that her faculty were wondering about graduate recruiting plans. Olsen replied that the reorganization of the graduate school includes having 2 full time recruiters rather than an associate dean.

VI. CGPS allocations, recruiting, deadlines

- Olsen announced that the graduate assistant allocations have come out. The summer list indicates the amount allocated up to “x” number of in-state and “x” number of out-of-state. Don’t be held by that, we are not counting waivers, just dollar amounts. Olsen believes that everyone should receive close to what they spent last year. If an assistantship is given it must have a fee waiver to match, and a half time assistantship must have a half time waver. Waivers may be given without an assistantship.
- The deadline in the graduate school is June 3rd. If the monies aren’t allocated and signed by a student, then the unallocated money will be pooled and given to areas who need it.
- Olsen informed the chairpersons that the college deadline is May 1st. We want to spend all of the money that the College has received. Please provide me with a list of students to whom you plan (or anticipate) allocating funds.

VII. Your items for discussion

- Biology: Dr. Marion Jackson passed away this past weekend.
- Ballard: An updated major report has come out of our office. Holly Hobaugh will be reaching out to departments to schedule meetings with advisors.
- Olsen and Fischer will be gone on Thursday and Friday to AAC&U. They will be presenting on changes on Foundational Study in History.

Next Meeting: Tuesday, March 12