

College of Arts and Sciences  
Chair's Council  
February 18, 2020

Present: Ballard, Berchild, Brown, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Perrin, Olsen, Rider, Selman, Sheets, Stofferahn, Tucker, Yousif

Absent: Scott Buchanan, Clark, Seung, Hantzis, Woods

Guest: Darby Scism, Career Center  
Molly Hare, Faculty Center for Teaching Excellence

I. Approval of Minutes from February 4, 2020 – Approved as submitted.

II. Guest 1: Darby Scism, Career Center

- Darby distributed the Career Center calendar for 2020.
- February 19 is the Spring Career Fair from 1:00-4:00 in HMSU.
- February 26 is the HHS Career Fair, HMSU, Dede II & III.
- Refer to the CAS Google Calendar for the CAS Career Center Workshops.
- Darby demonstrated Handshake, which is a career service database management program. A unique feature about the program is that when an employer posts a job to Handshake, any user at any university using the system can see the posting if it is made public.
- Darby recommended that students take the time to complete their profile. Users can search jobs, and apply filters to sort them to their field of study. They can keep track of applications, employers, interviews, and employers can contact them directly.
- Students can keep the account after they graduate by switching their email from their student email to their personal email.
- Darby added that the Career Center would like for students to report their internship experiences even if they are not receiving academic credit. The university already tracks employers (we have contracts with) whose internships provide academic credit.
- All of the data that gets reported in the first destination database will go into Blue Reports. The Career Center will reach out to graduates for several months after graduation to see where they are employed.
- Darby noted that the faculty view is currently in Beta.

III. Guest 2: Molly Hare, Faculty Center for Teaching Excellence

- Molly distributed a flyer about the 1 in 4 campaign. We are trying to get as many faculty as possible to make a pledge and participate.
- Planning will occur this spring semester for modifying courses to include 1 substantive assignment (or equivalent) in the first 4 weeks of class. The 1 in 4 campaign will occur for the fall 2020 semester so redesign should happen soon! Visit: [indstate.edu/fcte](http://indstate.edu/fcte) for additional information.
- Molly stated that the 1 in 4 pledge is not mandatory and faculty are certainly welcome to opt out.

IV. Announcements (Chris O.)

- March 3, 9:30 in SH 211: Denise Collins will meet with the graduate chairpersons at to talk about policies and forms. Chris O. asked for the chairpersons to send their graduate coordinator if they are unable to attend the meeting.
- February 25, 8:30 a.m., HMSU 9<sup>th</sup> floor: Arthur Feinsod will host “Continental Conversations” focusing on the works of Souly Abas.
- March 11: Give to Blue Day. If you have people in mind for challenges or matches contact Terri Hill.
- The Call for Nominations for the CAS Outstanding Staff Award is out. Please send your nominations to Nancy.
- Bassam reminded the chairpersons to select their departmental personnel committees in the spring so the committees are in place before August 1.
- Dennis: Associate Dean’s Council Report:
  - Susan Powers is interested in providing assistance to departments in putting together long term schedule planning for major and master level courses.
  - There is a delay in the process of getting courses approved, changed, or added for summer. Please do not reach out to ORR with questions about delays, contact Dennis directly.
  - Financial Aid had difficulty getting responses from instructors on inconsistent attendance and reporting last day of attending. Financial Aid must return federal aid funds to the government if the students have attended below a specific percentage.
  - Chris O. and Dennis will get clarification about what constitutes attending and “meaningful interaction” for online and face-to-face classes.
  - Chris F. mentioned that the list of exploratory classes and students will go out to the chairpersons sometime this week.

V. Your items for discussion

- n/a

Next Meeting: March 3, 2020