

College of Arts and Sciences
Chairs Council
March 12, 2019

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

Absent: Berchild, Scott Buchanan, Clark, Conant, Glendening, Seung, Tucker

I. Approval of Minutes from February 26, 2019 – Approved as submitted.

II. Announcements

- Fischer
 - Asked the chairpersons to notify him if they are having an event with students that might be good for promoting on social media.
 - We are going to submit a grant proposal to the Indiana Humanities around the theme of “America at the Crossroads: The Wabash Valley, 1919-20.”
- Ballard: A major focus of our Student Success Center will be career and major exploration. Please send us brochures and information about your programs.
- Olsen:
 - The International Music Festival kicks off today with events throughout the week. The closing event is this Friday evening.
 - Reminder that the Day of Giving is tomorrow. Please make your last appeals and continue to promote the day.
 - The reappointment of part time lecturers’ process has been streamlined; they will no longer need to use the Applicant Tracking System (ATS).
 - Regarding the HLC assessment email from Provost; please review previous departmental minutes for assessment documentation and send them to Josh or Bob. If you have a Bb site, just send them the link and they can choose the information they need.
 - Reminder that the Outstanding Senior Nominations and biographies are due to Nancy Hall on March 25th.
- Stofferahn: The history department is co-hosting a screening of the Chezh film, “Listopad” on April 4th. Contact Steve for more information.

III. Budget (Instructional, and S&E)

- Olsen on Instructional:
 - To date, none of our searches have failed nor do we have additional retirements.
 - The Bioinformatics search has been cancelled because we have someone who has done a good job of covering the two classes and has agreed to continue.
 - Olsen showed an excel sheet that updated the instructional budget. He feels that it is important to prioritize the tenure-track lines because the long term effects of cutting them are not acceptable.
- Yousif added that our ability to respond to cuts from Academic Affairs is limited, because we were informed of cuts only in late February.
- Olsen on S&E:
 - The S&E cut is approximately 22%.
 - Consider cutting business phone lines that are not used, i.e. one phone line is around \$500 in savings.
 - Utilize Work Study funds to help offset expenses to student wages.
 - Olsen is to submit his proposed budget to Academic Affairs tomorrow.

IV. Career Readiness update

- We are not tracking individual students or mandating specific assignments. We are going to allow for some of these items to be covered in Foundational Studies, and it seems that a holistic approach to the curriculum in your major is allowed.
- For the May 1 deadline, we are going to work on the following NACE objectives: experiential learning, critical thinking and problem solving, oral and written communication, digital technology and global fluency, and professional identity.
- The best way to document that we are meeting the objectives is a description of a specific assignment(s) or an example of an assignment(s) that deals with global fluency.
- Send your items to Olsen and Fischer by April 15.

Next Meeting: Tuesday, April 9