

College of Arts and Sciences  
Chair's Council  
September 10, 2019

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

Absent: Clark, Seung, Tucker

I. Approval of Minutes from August 6, 2019 – Approved as submitted

II. Announcements and Updates (Olsen)

a. Assessment, majors' fair, career readiness events (CF)

- Assessment reports are due to the College on October 4<sup>th</sup>.
- You should have received an Excel sheet with the preferred data in the student success area.
- The Majors Fair is scheduled for October 16. The morning session, from 10:00-11:00, is for high school students. The afternoon session, from 11:00-1:00 is for ISU students.
- The Career Readiness Seminar is September 24<sup>th</sup> at 4:00 in the Career Center. An internship panel comprised of undergraduate students will share their experiences of the internship process.
- The Arts and Entertainment Career Working Night is scheduled for Monday, September 30<sup>th</sup> at 6:00 p.m. in the University Gallery.

b. Biennial Review and FAD (BY)

- The deadline for Biennial Review training is today and should take approximately 30 minutes.
- Those individuals intending to apply for sabbaticals should notify Yousif of their intent to apply by September 15<sup>th</sup>.
- Yousif reminded everyone about the email announcing FAD training with Susan Powers in Normal Hall.
- Instructors' date range can be the date of their last evaluation unless they are going up for 6 years, and then they want to be sure to have all 6 years dates included.
- Instructor evaluations can be done in the spring if they are on the schedule. If they are only teaching in the fall then they must be reviewed in the fall.
- Regarding evaluation of instructors with course release(s), if there is no MOU, it is best to include everything. Make a notation if there was no MOU on the file.

c. Schedule and Budget (Olsen)

- We are waiting for the audit for dual credit to see what these numbers are. Our CAS enrollment is trending above the university as a whole.
- No definitive news about raises for this year.
- Searches and staff replacements are on hold for the moment. Continue to do as you think you should with making requests to Olsen as an FYI. Send Olsen a search rationale by September 15<sup>th</sup>.
- The provost supplemental travel allocation is on hold.
- Distance Funding is currently housed in Extended Learning. Other than in instruction, Olsen has not had much luck with getting funding from on lab kits and other smaller items.

III. SEM and Faculty Champions (Olsen)

- Today is the last SEM Open Session. The surveys are open through the end of September.
- Send suggestions for Faculty Champions to Olsen and copy Nancy by September 30.
- An academic visit is required for potential students visiting campus.

IV. CAS Enrollment, Retention, Student Success

- Olsen anticipate questions about scheduling coming to us from Academic Affairs about how we arrive at class schedules and sequencing. There will be greater attention to the number of majors and the number of students we are turning out every year.
- The cost of instruction will be live on Blue Reports soon.
- Phase one has been focusing on faculty salaries. Phase two will focus on the costs associated with staff. Revenue generating items such as grants, contracts, and program fees are included in Phase Two.

V. Homecoming

- Not everyone needs to be at the CAS tent since there will be no activities for kids. We will collect information from all of you to distribute. If there are two of three programs that really feel the need to be there, please contact Olsen. If you are working the tent you will have a free ticket to the game.

Next Meeting: Tuesday, September 24, 2019