

College of Arts and Sciences  
Chairs Council  
September 12, 2017

Present: Ballard, Berchild, Buchanan, Conant, Glende, Hall, Hantzis, Kruger-Newsham, Menefee, Olsen, Rider, Selman, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Aldrich, Brown, Clark, Ganis, Glendening, Perrin, Seung

Guests: Lynn Maurer, Dean, Graduate College

- I. Approve Minutes from July 18, 2017 – The Minutes were approved as amended and with three abstentions.
- II. Guest, Lynn Maurer: 4+1 or “accelerated”
  - Last year, the Graduate Council pushed accelerated programs as an option, so that any program could come up with their own accelerated program to allow students to finish their masters within 5 years.
  - The hope is that it is an attractive option for undergrads who wish to begin their masters work in their senior year.
  - This option does not appear in the graduate catalog, it is in the CAPS manual.
  - If they are accepted into the accelerated program and earn the required GPA, 9 hrs of 500 level course work and 6 hours of 600 level course work will count towards their masters.
  - EES and Math have begun to put their accelerated programs (as a new program) into Curriculog. It will go to the Graduate Council, but it does not need to go to CAAC, or to the state board.
  - Students in the accelerated program will still be awarded their undergraduate degree at the 4 year mark.
  - Discussion:
    - Q: So if they take a 600 level class as an undergrad, does that grade apply to their undergraduate degree, or their graduate program? A: Lynn will get clarification as to which program is it applied.
    - What if someone gets into the program and decides, in their fourth year, that this is too much and they need more time to complete, can they take a 5<sup>th</sup> year?
    - Q: It is a separate admission, but will they be admitted before their senior year? A: They must meet all graduate requirements in their junior year before they are admitted into the accelerated program.
  - Accelerated Graduate Programs require a minimum undergraduate GPA of 3.0 at the time of admission.
  - Please note that the curriculum for education majors will not allow them to enroll in an accelerated graduate program because of their semester long student teaching requirements.
  - Donna suggested that we speak with the College of Business to see how they manage the grading in their accelerated program.
  - Lynn will clarify the following: When does the fifth year start? What if the student does not earn a B? Will the grades be counted for both undergraduate and graduate? The course load adjustment needs to be addressed, and also allow for caps. Twelve credit hours are full time in undergraduate study, and nine credit hours are full time for graduate study.
  - Remember that this is not a mandatory program, it may not work well with all programs.
- III. Updates - Chris
  - Dean’s Fall Address is September 28<sup>th</sup>. Please send Chris ideas as related to the Strategic Plan
  - Associate Dean Search: John Conant has agreed to be chair. The goal is to have the person selected by October with a start date in January. Chris asked the Provost to be sure that the department who loses someone to the associate dean role will be allowed to search for a replacement.
  - Chris envisions the new AD focusing on program development, student recruitment, equipment and dean’s office.
  - Remember to send your Homecoming Tent reservation forms to Nancy.

IV. Your Items for Discussion:

Dennis:

- Please empower your faculty to know that it is ok to say no to a student about a late add. If the faculty feels the students has missed too much of the class, they do not have to approve the late add. Dennis will send the chairpersons a checklist to help them determine the decision.
- Some instructors feel they are the primary decision makers in capacity overrides, and do not realize that the fire code may restrict the number of seats for a classroom. The chairpersons in attendance agree that CAS Student Affairs office should handle the override process.

Bassam:

- Thanks or sending me the composition of your personnel committees.
- Please use the Biennial Master List sent to the departments to keep track of the faculty under review. Please instruct the personnel committee to fill out its portion of the form and then chairpersons should do the same for their portion. Next, attach the spreadsheet to the FAD generated report from the faculty, the Chair's evaluation, as well as the department personnel evaluation and put them into one .zip file and send it to Myla.
- Pre-tenure faculty have the option not to participate in Biennial Review.
- Please contact Bassam with your questions.

Next Meeting: September 26, 2017