

College of Arts and Sciences  
Chairs Council  
October 31, 2017

Present: Aldrich, Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Conant, Ganis, Glende, Glendening, Hall, Hantzis, Kruger-Newsham, Menefee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Clark, Seung

Guests: Chad Clark, Student Media

- I. Approve Minutes October 17, 2017 – The Minutes were approved as amended.
- II. Career Readiness and Website – (Chris with Chad Clark)
  - Chris shared a layout and scheme for new a new CAS website with a focus on career readiness in the direction of potential students, their parents, and high school counselors.
  - The page format is arranged in a 50/50 block. The left side of the page shows the “cool stuff” our students are doing and the right side introduces the Alumni Mentor Program. The section to the right also displays a list of departments and programs which will link to our career readiness site.
  - Chris reminded the chairpersons to keep sending the names of Alumni Mentors to Nancy.
  - We anticipate that the mentors will sign up for an academic year, though they can stay longer if they like. In terms of time commitment, it’s hard to know, but it will mainly be through email.
  - As soon as possible, will have 60-90 second video testimonials of our mentors. They can record it themselves if they like. So that there is consistency across the college, the mentors will receive an information sheet to introduce themselves and to answer questions such as: What was their major? What are they doing now? How did their major help them in their career path?
  - Additional ways to showcase CAS are through podcasts, and 3-5 minute long video clips from an actual class.
  - Chad added that we are dealing with “Generation Z”, and they want social media to stay updated and fresh. Generation Z also like to know that the people behind the media really care for them.
  - Q: Where in the University can we go to for help with the media outreach? A: Martin will be tasked with this and in terms of updating over time, it may be that the Dean’s Office can bring in an advanced graduate student.
  - Steve A. cautioned that departments should anticipate calls and emails from external internship firms targeting them through email, phone, and even office visits.
  - Question to Chad: do you have the ability to come in and do the classroom clip? A: Yes, however, staffing and how it will move forward is still shaping up. Darlene suggested using the students in Student Media and Communication.
  - Send ideas for video capturing to Martin and copy Kim Kuntz as well.
  - Q: How does this work with copyright law? Are we allowed to send clips of performances? Chad suggested that we capture first and then we can find appropriate ways to share what is captured.
  - Chris plans to set up student, parent, and high school counselor focus groups for their input to the pages.
- III. Staffing
  - CAS has been approved for four Tenure-track positions, and a couple of instructors.
  - Chris shared a report of the 2017 Fall SCH and contribution ratio sorted by the colleges and their departments. As suspected, CAS provides the highest number of seats to other majors (outside of FS and Honors). Q: Is there a matrix that we can use to track the contribution ratio for minors? A: Very good question, Chris will find out.

- Q: What is the level of support for sabbaticals from the college for this year? A: Plan for about the same amount as last year. The College was approved for eleven of the fifteen requested last year. Currently, we have eleven requests, and seven of them are in the spring.

#### IV. P&T Guidelines, Section 305

- Chris met with the Faculty Council Executive Committee, and they anticipate that the revised College document should be approved next Wednesday at Faculty Council. The fact is, the university handbook is not a policy document, it is a statement. As related to Biennial Review, the urgency is at the department level, where the policy should be defined. At the department level, one should define 'excellence' as well as 'substantial and/or sustained,' in reference to promotion to full.

#### V. International Student Recruiting

- Bassam referred to the Fall 2017 Enrollment document that he emailed to the chairpersons on October 30<sup>th</sup>. Several university departments have been tasked to increase international enrollment. Please review the document then send your feedback to Bassam and Jamie.
- What is the growth potential to increase undergraduate and graduate enrollment? What potential obstacles might there be? What are the special needs of international students?
- The chairpersons shared concerns about the lack of support at the departmental level. What can be done to help us with the students we currently have? How can we support our students and faculty? There are FERPA issues, cultural issues. Admissions prefers lower TOEFL scores to get the numbers, and then we don't have the support system in place to help the students we have. Insurance is another concern for our international students and their families.
- It is sometimes helpful to send graduate students to Interlink for a semester before they are admitted to a graduate program to help them with their English, both spoken and written.
- Some discussion has been given to grant students a regular admittance, but with a hold on their account, with the insistence that during their first semester, we receive the transcripts to allow them to complete their paperwork to get here.

#### VI. Your Items for Discussion

- Chris mentioned the new ISU Live TV downstairs, and stated that it would be nice to have a similar set up in the CAS buildings. Science has several TVs in place, but not Holmstedt, Gillum, Dreiser, or Root. Chairpersons interested in a TV should send an email to Chris and copy Nancy.
- Dennis:
  - Transfer Orientation is moving to a University wide format similar to that of NSO. All of the colleges will come together in Normal Hall. The new format will allow for multiple resources to be in one room at the same time.
  - Upcoming NSO sessions are slated for December 1, January 8, and January 11. Three additional sessions have yet to be scheduled. Dennis asked for the department chairpersons to schedule time to be there. Robin will continue to communicate with the chairpersons to let them know if/when there are majors.
  - Summary Reports were distributed with a breakdown of advisors assigned to the department, what advisees they have assigned to them, and if they are the the primary or secondary advisor. Students with two majors may be on the list twice.

#### Deadline Reminders:

- November 1<sup>st</sup>: Graduate Programs Self-Study are due to Bassam and Jamie. Bassam asked the chairpersons to clarify what their expectations are from the thesis and dissertation chairs.
- November 3<sup>rd</sup>: The 2017-18 Student Success Plan updates are due to Chris with a copy to Nancy.
- December 1: Experiential Learning Updates are due to Bassam and to Jamie.
- The Dean's Office will investigate what reports might be moved to the spring semester to help lighten the load in the fall

Next Meeting: November 14, 2017