

CAS Dean's Council Meeting
Wednesday, February, 14, 2018
Draft of Minutes

Attendees

Dr. Angela Biselli, Chair of the Department of Physics
Dr. Jocelyn Boryczka, Interim Chair of the Department of Communication
Dr. Richard Greenwald, Dean of the College of Arts and Sciences
Dr. Dennis Keenan, Professor of Philosophy, On behalf of the Chair of the Philosophy Department
Ms. Andrea Martinez, CAS Assistant Dean
Dr. David McFadden, Chair of the Department of History and Director of Russian, E. European and Central Asian Studies
Dr. Eric Mielants, Chair of the Department of Sociology and Anthropology
Dr. Irene Mulvey, Chair of the Department of Mathematics
Dr. Kathryn Nantz, Chair of the Department of Economics
Dr. Shelley Phelan, Chair of the Department of Biology and Director of the School of Natural & Behavioral Sciences
Dr. Judy Primavera, Chair of the Department of Psychology
Ms. Saadia Rafiq, CAS Assistant Dean
Ms. Sandy Richardson, Program Coordinator
Dr. Marice Rose, Associate Professor of Visual & Performing Arts, On behalf of the Chair of the Visual & Performing Arts Department
Dr. John Slotemaker, Chair of the Department of Sociology and Anthropology
Dr. Gary Weddle, Chair of the Department of Chemistry
Dr. Jiwei Xiao, Chair of the Department of Modern Languages and Literatures
Dr. Tommy Xie, Chair of the Department of English

Regrets

Dr. David Crawford, Director of International Studies
Dr. Janie Leatherman, Chair of the Department of Politics
Dr. Curtis Naser, Chair of the Department of Philosophy
Dr. Elizabeth Petrino, CAS Associate Dean
Dr. Glenn Sauer, CAS Associate Dean

Minutes from December 6, 2017 Meeting

- The minutes from the Dec. 6, 2017 meeting were distributed. Any comments/changes to the minutes should be emailed to Jean Daniele. The minutes will be approved at the next meeting.
- If you suggested a topic involving an outside person at the last meeting, this will be scheduled at another time.

Budgets

The Dean provided an update on budgets.

- Starting next year, the budget process will change and department budget materials will be forwarded directly to the CAS Dean's Office. The Dean's Office will then forward the full budget to the Office of Academic Affairs. Your point of contact will be Jean Daniele.
- CAS submitted a budget increase as well as a larger number of faculty lines compared to previous years. The Dean is confident that the budget should hold unless something out of our control occurs.

Faculty Lines

The Dean provided an update on faculty lines.

- The College submitted 22 lines. This is so the College can offer a high quality education with small classes and to get curricular needs.
- The Dean's Office is requesting VAP positions to replace retiring faculty so these are not considered new lines. Then a search would follow for the permanent position.
- The Dean will talk to each Department Chair individually about their faculty lines. Fran Yadre will set-up a meeting with each Chair. Once the Dean meets with each Chair, then a general group discussion will take place at the next Dean's Council meeting.
- Budget and faculty lines are handled differently and are two separate issues.
- The goal is to have as many full-time faculty teaching students as possible. There is an effort for full-time English faculty to teach the first composition courses. We are moving forward to hire 6 new full-time English faculty.
- We had a fewer number of searches this year, but our first choice was hired every time.
- The new Core was approved by Academic Council and will go next to the General Faculty. The new Core will be held in the College. The College will be responsible for delivering the Core, the governance of the Core, the integrity and assessment of the Core.

Enrollment and Admissions

The Dean provided an update on enrollment and admissions.

- Institutional Research did an analysis of the gender breakdown by school. The College is 70% female. The University overall is 64-65% female. Engineering is predominantly male but their enrollment numbers are small.
- The College lost enrollment ground to DSB. The College is the number two school by 42 students for this academic year. SOE enrollment is 256 and SON enrollment is 490. Total undergraduate enrollment is 3,805.
- The College is not presenting ourselves effectively. This is in part due to how we market ourselves. We need to better partner with Marketing.
- The results of the Admitted Students Questionnaire showed that one of the reasons students chose not to come here, especially science majors, is that we don't do any undergraduate research. Students could find nothing on our website and there is no brochure on campus. A landing page will be created on the College home page that will talk about undergraduate research. Dr. Glenn Sauer will be talking to Chairs to come up with agreed upon language and provide links to the various other places on the web where undergraduate research programs exist.
- There is not enough social media presence. However, there was much more from the College this past month and this will continue.
- If your department wants to create a video featuring student focused innovative research, contact Elizabeth Petrino in the Dean's Office. If there are events happening that potential students, alums and donors should know about, let the Dean's Office know far in advance so that Media can film the event. If you have a student who is very engaged in the life of the University and has an exceptional story, send them to Elizabeth.

- The Dean is working with Admissions on yield events and involving departments to reach out to these students. Admissions is also blasting out emails or sending text alerts to students with short videos and posting on our social media feed. We need to think about increasing our yield and reaching more diverse students.
- The Dean will be meeting with alumni groups around the area/country and the Parents Leadership Council to explain the value of the arts and sciences in the world.
- We are trying to create 4 plus 1 programs with all the graduate programs so that all our students have the opportunity to go right into a Master's program at the University, no matter what their major. The Dean has been working with Dr. Kathy Nantz regarding an MBA program.
- While our number of majors has slipped slightly, the College's enrollment is still strong at 62/63% of the entire University enrollment. We still have the Core and largest number of second majors and minors.
- As the Dean receives more data from Admissions about the incoming class, he will share this information with the Chairs. The goal is still 1,050 students but now Admissions is being asked to craft a class. We are trying to recruit students for our majors. The numbers for the College are the highest in 4-5 years.

Advancement Activities

The Dean provided information on Advancement activities.

- The Dean has been meeting with the Advancement team. The College has never put together a funding deck, which is a list of hopes, aspirations and needs such as endowed professorships, labs, supplies and buildings. It's very important for gift officers to have a list for when they meet with prospects and donors. All other schools have a list.
- The Dean worked through the school directors to create a priority funding list and a polished booklet for potential donors.
- The Dean will be spending time on the road meeting potential donors. The hope is to get some large donations for the College coming soon. The alums and their parents have a strong connection and commitment to the College. It's important to connect their passion to a project. The Dean is having initial conversations with the donors, and will be inviting others who are connected. It is important to develop a relationship and level of trust.
- The Office of Advancement has been very supportive of the College.

Leadership Initiative

The Dean provided the following information regarding a leadership initiative.

- The Dean has spoken with a number of students, the Dean's Office and donors to discuss how we can help CAS students launch successfully in the world with the right preparation.
- We need to help our students with better opportunities for internships, mentoring and preparation. Give them confidence and skills for job interviews.
- The Career Center reported that our students don't take advantage of resume writing. They don't go to the Career Fair and are not as well equipped. They lack confidence.
- What would we need to develop our own professional development series and what would this look like. This could include workshops, events and lecture. Alums are willing to pledge funds for this leadership initiative.

- We need to pull together a small group to come up with our own versions of activities and workshops for our students. Students should see this as a resource.
- Ms. Andrea Martinez advised that CAS Assistant Deans met with Career Planning to discuss what can be done to help our students feel comfortable going to events. The Career and Internship Fair is Feb. 28. The Resume Tips & Career Fair Prep workshop on Feb. 22 will be marketed specifically for the arts & sciences students. The goal at the fair is to see friendly, familiar faces in the College directing students and providing them with a list of companies looking to hire specific arts & sciences majors. There will be targeted outreach to our students encouraging them to attend.

Faculty Mentoring

The Dean discussed faculty mentoring.

- There is no standard in the College for faculty mentoring. It is worth having a conversation about how we can best mentor faculty for promotion and tenure so we can be as supportive as possible in the process and have more success.
- Departments do faculty mentoring differently. This should not be a centralized process but it may be beneficial for departments to share their best practices. This can improve mentoring in the College as a whole.
- It is important to help faculty in certain stages of their career and ensure that everyone understands their expectations and is prepared for the process.
- **For the next meeting, the Dean is asking the Chairs to talk about faculty mentoring in their Departments and share any best practices.**
- There are inconsistencies in departments and across schools. We can standardize some of these practices.

Grade Changes

Ms. Andrea Martinez discussed grade changes.

- A total of 188 grade changes took place from the end of the fall semester to the start of the spring semester. This includes 41 incompletes.
- Students are coming to faculty with inappropriate requests. Appropriate requests are medical or extenuating circumstances such as a death in the family and these are supported. We are seeing a lot of shenanigans with students trying to negotiate grades and putting the professor in a difficult position. These situations can be problematic with graduation, dismissals, appeals, financial aid issues and academic integrity.
- ITS will be providing the Dean's Office with more comprehensive data and a breakdown of reasons for grade changes. Ms. Martinez will see if ITS can provide more information on specific departments.
- Faculty should check with CAS Assistant Deans when these situations occur as to whether or not this is acceptable. Negotiating grades with faculty is not acceptable. Feel free to contact the Assistant Deans to discuss any situation.
- If the CAS Assistant Deans know of a student who has an extenuating circumstance, they will contact the professor(s) regarding an incomplete.

Announcements

- Ms. Andrea Martinez: An Advising Workshop will take place on February 26. There will be a panel discussing best practices for advising.
- Dr. Judy Primavera requested a review of the time codes allocated to departments. It is difficult to accommodate adjuncts with the time codes in place. The Dean advised that there will be a new Registrar and she will have different practices. The Dean will invite the Registrar to one of the Dean's Council meetings.
- Dr. Kathryn Nantz advised that one more round of their Excel workshops will take place on Wednesday afternoons from 4 to 6 pm for the next 3 Wednesdays. This will include Introduction, Intermediate and Advanced Excel. Students can sign up through org sync.
- The Dean advised that SoCAM will be holding an undergraduate conference on September 22. This is a continuation of the partnership with NBC News. It is a conference on divergent media for students in the Northeast. There will be a featured speaker from NBC, panels, faculty presentations/workshops and student presentations. It is an exciting opportunity to showcase what the College is doing on topics of media.
- Dr. Eric Mielants: April 26-28 Political Economy of the World Systems Conference. The topic is all about economic cycles in the world system. A detailed list of the topics and presentations will be sent out since it is open to the general public. This will take place in the multi-media library room. Please inform your students if it intersects with what you are teaching. Dr. Mielants will send out a save the date to the Dean and Chairs.