

**CAS Dean's Council Meeting
Draft of May 2, 2018 Minutes**

Attendees

Dr. William Abbott, Co-Director of Irish Studies
Dr. Jennifer Adair, Co-Director of Latin, American and Caribbean Studies
Dr. Peter Bayers, Director of American Studies (Undergrad/Grad)
Dr. James Biardi, Director of Environmental Studies
Dr. Angela Biselli, Chair of the Department of Physics
Dr. Mary Ann Carolan, Director of Italian Studies
Dr. Geoff Church, Director of Health Studies
Dr. David Crawford, Director of International Studies
Ms. Jean Daniele, Manager of CAS Operations
Dr. Elizabeth Hohl, Co-Director of Black Studies
Dr. Dennis Keenan, Professor of Philosophy, on behalf of the Chair
Dr. Shannon Kelley, Director of Environmental Studies
Dr. Maggie Labinski, Co-Director of Peace & Justice
Dr. Janie Leatherman, Chair of Department of Politics
Dr. Anna Lawrence, Director of Women, Gender and Sexuality Studies
Dr. Danke Li, Director of Asian Studies
Ms. Andrea Martinez, CAS Assistant Dean
Dr. Margaret McClure, Director of the School of Social Sciences
David McFadden, Chair of the Department of History and Director of Russian, E. European & Central Asian Studies
Dr. Eric Mielants, Chair of the Department of Sociology and Anthropology
Dr. Irene Mulvey, Chair of the Department of Mathematics
Dr. Kathy Nantz, Chair of the Department of Economics
Dr. Laura Nash, Chair of the Department of Visual & Performing Arts & Co-Director of the Honors Program
Dr. Audra Nuru, Director of Grad Communication
Dr. Nels Pearson, Director of Humanities Institute and the School of Humanities
Dr. Elizabeth Petrino, CAS Associate Dean
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
Dr. Giovanni Ruffini, Director of Classical Studies and Director of the Honors Program
Dr. Glenn Sauer, CAS Associate Dean
Dr. Kris Sealey, Co-Director of Peace & Justice
Dr. John Slotemaker, Chair of the Department of Religious Studies
Dr. Margaret Wills, Director of Liberal Studies
Dr. Gary Weddle, Chair of the Department of Chemistry
Dr. Marion White, Co-Director of Irish Studies
Dr. Jiwei Xiao, Chair of the Department of Modern Languages and Literatures
Dr. Tommy Xie, Chair of Department of English

Approval of February 14 and April 4, 2018 Minutes

There was a motion to approve the minutes. The motion seconded with some abstentions.

Annual Accomplishments:

- The college provided more visibility of faculty highlights within departments and programs through social media and the University Marketing Division.
- Email blasts for CAS increased 90% this past year and the click through rate increased by 50%.
- The Dean funded filming for events with an effort to use the footage to promote the College.
- All CAS media requests should be forwarded to Christina Albino, Program Coordinator in the College of Arts & Sciences Dean's Office.
- Faculty were offered an opportunity to apply for a CAS Curricular Innovations Grant, resulting in 19 applications and 12 awards. This opportunity will continue for the upcoming academic year.
- The Dean introduced the new Director of Development Karen Kaiser recently assigned to the College of Arts and Sciences.
- A funding priority booklet was created to share with potential donors, describing needs of College, such as buildings, professorships and funds for research. The Dean is actively working with Ms. Kasier visiting potential donors to discuss future plans for the College.
- With the space issues in the College, one large goal is to secure more space, as well as endowing a name in the College.
- Strategic Planning will begin among the faculty in a slow and steady process, which coincides with fundraising. It is important to identify key priorities and decide which will move forward. Focus groups will be formed and planning will evolve overtime to continue ongoing efforts to increase opportunities in the College.
- The cycle of Department reviews will begin, which is important for the vitality of the program as well as arguments for resources. Having outside evaluators review the stability of our programs, the curriculum, our facility needs, and to make recommendations to the University on how we could achieve these goals is important.
- The College will be launching a Leadership and Professional Development Series. The series will include sessions for the students and get them to the point where they have confidence going to a career fairs, going into the job market, and applying for graduate school. Assistant Deans Andrea Martinez and Saadia Rafiq will be facilitating this program.
- Dean Greenwald will work on a relationship with Kaplan, so students have access to reduced GMAT, LSAT, etc. for testing in hopes to assist with the financial burden.

Reports from Directors of CAS Schools – The Dean set up monthly meetings with the Directors to help prioritize funding lists for advancement, to develop alumni panels, identify students who the college may film for website and recruitment, and to talk about their roles as directors of the schools. Each Director shared some highlights that occurred throughout the academic year.

Report from Dr. Nels Pearson, Director of the School of Humanities

- Dr. Pearson worked with chairs to create a mission statement of duties revolving around promotion of majors, recruitment, research, and work beyond the core.
- Discussion took place around the distinction between the roles of the School of Humanities and Humanities Institute. The HI is driven by initiatives, programing, and funded research that showcase the value of the humanities on campus and in the wider community, with an emphasis on the faculty/student Humanities Seminar, program grants for events, programming and research, the Digital Humanities working group, and any public facing humanities programs that link faculty, students, and the community.
- The School of Humanities promotes individual majors/minors, recruitment for internal organization and information flows, and advocacy for department needs in the spirit of promoting the humanities. There is a crossover project between Humanities Institute and the School of Humanities, demonstrated at the alumni panels for the "Humanities at Work" series.

- The Humanities at Work is a series of panels, lectures and web site resources devoted to recognizing the powerful role that humanities education plays in life after graduation, with a special emphasis on societal and professional impact.
- At the Oct 26 fall social, the Director gave an address on the positive turns nationally in discourse about the importance of humanities in society and professions. This led to conversation around how to share this news to potential majors. Dean Greenwald, President Nemec, Karen Pellegrino participated in this conversation. This tied in with Dean's initiative to appoint representative from each department to serve as Yield liaisons for admitted students interested in majors in humanities.
- On March 22, there was a panel discussion on Humanities and Careers with panelist from different graduating years ranging from 2003-2015 and all humanities departments represented by students within the major or minor. This was a well-attended discussion, with approximately 50 people.
- As part of the Dean's effort to create "deck" of gifts needs for CAS, the School of Humanities created a list of potential big-ticket donor items for Humanities. This was a collaborative process involving meetings with chairs and individuals.
- Contributed to NEH Infrastructure Challenge Grant with Brent Mai, Susan LaFrance, Don Gibson
- Begun discussions and collection of information about student research: conference participation, capstone presentations, awards, etc. to foster climate of highlighting and promoting student research.

Report from Dr. Shelley Phelan, School of Natural Sciences and Mathematics

Dr. Shelley Phelan, Director of the School of Natural Sciences and Mathematics worked with a supportive and collaborative group of Chairs in the science and math departments, actively working on new and ongoing initiatives. A few of the primary efforts are as follows:

Space/Facilities

- Bannow Repairs and Renovations: There were continued issues related to facilities in BNW, many of which were directly interfering with faculty and student research and course-related labs, inclusive of some safety hazards. Dr. Phelan worked with Associate Dean Sauer and the Dean to push for necessary short and long-term set of renovations, as well as improved communication with David Frasinelli regarding ongoing and future renovations.

Students/Curriculum

- Admissions: Science chairs and director of ES collaborated to modify the format of the STEM open house in the fall and the admitted student open houses in the spring. Revisions made included an opening formal presentation by Dr. Phelan to represent the school with brief presentations by the Chairs, followed by individual tables for each department to allow prospective students and parents to interact and meet faculty and students. A student led lab tour was offered. This proved to be a more effective strategy to show case all of the sciences.
- Feedback was received by three students and parents, sharing that the open house and follow-up letters made the difference for them
- Curriculum: In response to the Dean's call for curricular innovation, new interdisciplinary programs are being developed within the school (in addition to new programs being developed within departments). These inter-departmental programs include a Post-bac program for pre-meds and a Behavioral Neuroscience program between biology and psychology.
- Revisiting criteria for core science classes, to see if changes should be made in support of the new core

Faculty/Research

- Faculty Research Mentorship of Students: Faculty-supervised undergraduate research remains a highlight feature in the School of Natural Sciences and Mathematics.
- This year's Sigma Xi poster session, included 50 research posters within the college, which involved 22 faculty and around 100 undergrads. These typically are the culmination of multiple semesters of

intense one-on-one research with faculty (around 10 hours per week). The science and math departments have shared methods for mentoring research students with the Dean's office.

- **Grant Activity:** Faculty had a strong year of funded grants, with over half a million grants received by faculty in science/math. With major changes in the office of Sponsored Research and in the advancement division, faculty in our school faced a growing number of challenges and obstacles related to successful grant submission and post-award activities. Dr. Phelan worked with faculty to create a statement of faculty grant support needs and plan to submit these needs to the Provost.

Marketing/Dissemination

- **Advancement:** Put together a funding deck of opportunities to grow science/math at Fairfield. The focuses is on four main items – support for summer faculty/student research, support for student conference travel, increased funding for the science institute, and a science resource center (similar to math and writing) since the grades in science courses are among the lowest on campus.

Report from Dr. Margaret McClure, Director of the School of Social Sciences

- Back to school night with faculty sharing their newest research projects and community building was successful. Plans for a second annual event will take place this coming fall,
- Dr. McClure met with chairs, resulting in great initiatives and identifying needs within facilities and funding for students to attend conferences and research space for hourly research methods course and projects that incorporate research and technology.
- A monthly school coffee launched spring semester, with a focus on grant writing, best practices and peer review teaching.
- There are plans to meet to discuss infusing social justice in the curriculum.
- Faculty within the school had a remarkable year in terms of research productivity. Some highlights include students participating in the research symposium, and faculty/student achievements and presentations throughout the school year.
- In the upcoming year, Dr. McClure will look to work on funding priorities for student research, research space, and conference travel.
- A panel is in the works for the Social Science Alumni Panel coming in the fall.

Report from the Director of the School of Communication, Arts and Media Dr. Kathy Schwab

Fall 2017

General Activities Fall 2017:

- Held meetings with chairs in SOCAM, during the summer individually and fall semester as a group, to gather information requested by the Dean, make plans for an Alumni panel, and develop concepts for an undergraduate conference.
- Monthly meetings took place with School Directors, the Dean, and Associate Deans of CAS served to convey information to the Schools and from the Schools. These meetings resulted in identifying budget priorities and wish lists for the Dean.
- Started monthly updates of facilities reports. Due to the complex nature of repairs and quantity of locations (6 across campus), VPA's reports were collected and updated separately
- Dr. Schwab worked with SoCAM chairs to identify alumni, one per department, to participate in an Alumni Panel scheduled for January 30, 2018. This was incorporated with spring semester syllabi both attendance and as a possible writing response assignment.
- SoCAM organized inaugural Undergraduate Conference, Converging and Emerging Media scheduled for Sept 22, 2018. The Conference was open to matriculated undergrad students in CT and WC. Abstracts have been submitted and the Program Committee—Drs. Patrick Brooks, Michelle Farrell, Adam Rugg, Kathy Schwab and Matt Tullis will review these submissions. Matt

Tullis worked with NBC News to secure Savannah Sellers as our keynote speaker at the luncheon.

General Activities Spring 2018:

- The School Directors met with the Dean and Associate Deans to discuss the formation of the CAS Strategic Planning Committee, which includes the four School Directors to help develop the beginning of the SWOT list.
- Alumni Panel: Carmen Rita Wong (VPA), Melody Serafino (MLL), Ben Doody (English), Kate Dillon (Comm) Nearly 100 people attended (students and faculty), plus an addition 1,400 viewed it on Snapchat. Feedback from students was excellent. <https://www.youtube.com/watch?v=B1hhIdx5R7I>
- Comments: Recommend that faculty consider incorporating alumni panel presentations (both School and Department-based) in syllabi and possibly for graded assignments (quality of writing could be the assessment). Student responses were highly positive, revelatory for the career arc and its many zigzags. Students from outside of SoCAM departments and from the professional schools found it equally valuable.
- Students who attended more than one of the Spring alumni panels (SoCAM, Humanities, MLL) found the experience compelling and were hungry for more. These panels take the student beyond their immediate focus on the major.

Converging and Emerging Media:

- Planning and identifying funding occupied the spring 2018 period. Several aspects of the conference did not have a precedent at the University, which required many offices to step in and help. Call for Proposals went out to a lengthy number of faculty at Colleges and Universities in Connecticut and Westchester County. Abstracts from students will be reviewed by the Planning/Program committee in May. Presenting students will have the summer to work on their presentations. <https://www.fairfield.edu/socam-conference/>

Plans for Next Year—2018-2019

Fall 2018 Conference - Saturday, Sept 22: Inaugural Undergraduate Conference organized by SoCAM at Fairfield University, *Converging and Emerging Media*.

Spring 2019 – Alumni Panel: Jan/Feb 2019: 2nd SoCAM organized Alumni Panel

Workshops that could take place throughout the academic year:

- John Power (alumnus): John is Vice President of Casting for Warner Brothers TV division, based in L.A.
- Terry Sullivan '89: media specialist, writer including columns for the NYT: potential workshop
- Consul General of Greece in New York City: Dr. Constantine Koutras—international news, PR, what it is like being spokesman for the Ministry of Foreign Affairs and working with the media.
- Faculty research presentations (with refreshments!)

Leadership Seminar and CAS Internship Courses

- A discussion took place around a Student Internship course and Leadership Seminar. Students in the College have difficulty finding a department to sponsor internships that do not directly relate to their major department criteria.
- A concern that departmental internships for a student's major are vigorous, so will students choose to engage in an internship through the CAS Internship option instead because it is an easier option? The Dean mentioned that this course could require chair sign off.
- The Leadership and Professional Development Series created a seminar based on leadership. The Dean explained that these are not departmental courses but college courses.

- The Dean mentioned that he would teach the leadership seminar once a year, as well as other faculty. The internship course would be an elective only not counting towards the student's major.
- There was a discussion to form a sub-committee to discuss these courses and to present them to the ASCC.
- A motion was made to have the Dean appoint a sub-committee to vet these courses and report back to the Dean's Council. This motion was seconded and approved.

The meeting adjourned at 5:00pm.