

**CAS Dean's Council Meeting
Draft of September 12, 2018 Minutes**

Attendees

Dr. Patricia Behre, Chair of the Department of History
Dr. Angela Biselli, Chair of the Department of Physics
Dr. Sara Brill, Chair of the Department of Philosophy
Dr. David Crawford, Director of International Studies
Dr. David Downie, Chair of the Department of Politics
Dr. Robert Epstein, Chair of the Department of English
Dr. Sean Horan, Chair of the Department of Communication
Dr. Matthew Kubasik, Chair of the Department of Chemistry & Biochemistry
Dr. Margaret McClure, Chair of the Department of Psychology
Dr. Eric Mielants, Chair of the Department of Sociology
Dr. Kathryn Nantz, DSB Associate Dean, representing the Department of Economics
Dr. Elizabeth Petrino, CAS Associate Dean
Dr. Shelley Phelan, Chair of the Department of Biology
Ms. Saadia Rafiq, CAS Assistant Dean
Dr. Marice Rose, Chair of the Department of Visual & Performing Arts
Dr. Glenn Sauer, CAS Associate Dean
Dr. John Slotemaker, Chair of the Department of Religious Studies
Dr. Jiwei Xiao, Chair of the Department of Modern Languages & Literatures

Regrets

Dr. Dina Franceschi, Chair of the Department of Economics
Dr. Irene Mulvey, Chair of the Department of Mathematics

Dean's Welcome and Update

- The Dean introduced Dr. Sean Horan, the new Chair of the Department of Communication. Dr. Horan is one of five top researchers in the country in the field of Communication.
- The Dean's Welcome to First Year Students will launch the Leadership and Professional Development Series. This event will be held on September 18th at 5:00 p.m. in the Dogwood Room. Faculty are encouraged to join in this welcome to mingle with our first year students.
- The Common Ground Lecture Series includes the following events held in the Quick Center.
 - October 3 – Margaret Hoover, great-granddaughter of Herbert Hoover and a new host of "Firing Line" on PBS, will give a short talk on being a conservative in the age of Trump. Her talk will be followed by a debate with two Senior Fellows Dr. Phil Klay and Dr. Harry Siegel. Dr. Klay was the 2015 National Book Award Winner for "Redeployment" and correspondent for Atlantic Magazine, covering foreign policy. He will be teaching in our MFA in Creative Writing Program. Dr. Harry Siegel is the Politics Editor of the "Daily Beast" and writer of an op ed. column for the Daily News.
 - February 5—Ross Douthat of the New York Times and Rick Perlstein of the Nation Magazine will discuss Politics.
- The Dean is interested in creating a Dean's Student Advisory Council, offering students an opportunity to engage in discussions with him. This committee would be a counterpart to the

CAS Advisory board, consisting mainly of alumni. The Dean's Office will reach out to departments for student nominees.

- The Dean is interested in learning about departmental fundraising needs. This will be helpful for his visits with donors. He will reach out with more specifics.

Search Update – Associate Dean Glenn Sauer shared the following information on the eight approved faculty searches in the College.

- Communication – A search for two positions were approved
- English – Search in the area of Latino/Latina Literature
- History – Search for a scholar in African American History
- Mathematics – Search for a statistician
- Psychology – Two searches underway, with one in behavioral neuroscience and the other is a VAP in Organizational Psychology
- Sociology – Search in the area of data and analytics

A Search Committee lunch is scheduled on October 12 from 12:00 to 1:30 p.m. in the CAE. The Chair of the search committees, as well as the other members of the search committee are encouraged to attend. The following information will be shared.

- Charge from the Dean relative to upcoming search
- Mark Guglielmoni, Director of Human Resources, will discuss the hiring policy
- Fr. Gerry Blaszcak from Mission and Identity will share ways to include Mission & Identity in the search process.

Instructions were sent to gather information needed to prepare for the search approval process. Once received, this information will be sent to Ms. Tracy Immerso to submit a job requisition. All requested items are needed, as well as various levels of approvals prior to advertising for positions.

- Identify search committee chair and members of the committee
- Job ad
- Expected faculty rank and salary

In planning ahead for potential search approvals, Dr. Sauer will forward an updated template. The Dean will prioritize faculty requests for future discussions with the Provost. The following information will be included in these guidelines.

- Job title
- Department and Chair
- Hiring rationale
- Curricular needs
- Provide data, i.e. number of students, number of adjuncts; potential to teach in an interdisciplinary program
- Self-study assessment, demonstrating need

Strategic Planning Update from Dr. Elizabeth Petrino – During Fall 2017 the Dean charged a committee to begin the Strategic Planning Process for the College. The committee consisted of the Directors of the Schools—Drs. McClure, Phelan, Pearson and Schwab—along with Associate Deans Sauer and Petrino. The committee was tasked with the following:

- To provide a rationale for engagement in initiatives across the University
- To provide a sound plan for how budgets are used and distributed
- To make the College more value driven
- To unify faculty, staff and students behind a set of shared goals
- Help to demonstrate to donors that the College has strategic initiatives in certain areas
- Assist with assessment

The Provost office requested that the College produce a purpose statement identifying how we put our mission to use. The Dean asked to create a small working group to refine a brief draft of the statement. This initiative will begin in October. This working group will consist of Associate Dean Petrino, along with a faculty member represented from each of the schools. An email calling for nominations will be sent out to department chairs.

The goals of the working group will consist of the following:

- November/ December – Forward the revisions of the purpose statement to the CAS Strategic Planning Committee
- November – Create a subtask force to develop goals in more detail
- February – Subtask force will send action items to the CAS Strategic Planning Committee
- March – Share working draft of the full strategic plan with the Arts & Sciences Curriculum Committee (ASCC) and then to the CAS Board of Advisors and CAS Student Advisory Board.
- April – Discuss strategic plan, possibly a town hall meeting
- May – Discuss draft during CAS Faculty meeting

Once the strategic plan is completed it will be online, with the goal to utilize this as a working document. Dr. Petrino asked Chairs to have discussions with their departments and to send ideas and feedback to her. The Dean is seeking a plan that will reflect our values and aspirations, which will be useful when articulating to potential donors the need for resources and faculty lines in the College.

Budget Updates

- The Dean shared that budgets have been loaded in Work Day and Ms. Daniele is communicating the approved budgets to department chairs and program directors. Moving forward the Dean would like to work sooner with Department Chairs and Program Directors to submit their budgets earlier. Starting the process earlier will offer him more time to justify additions and changes to the budgets.
- The Dean's office sent an email to all faculty regarding submission for CAS publication grant. The Dean was able to find a donor to support faculty research. Please encourage faculty to apply sooner rather than later. The applications will be vetted through a small committee for approval.
- Workday Approval for Faculty Travel – The Dean reminded Charis that they are now the final arbiters of the budget for their department. It is important to ensure faculty requests are correct before approving. Any questions relative to faculty submissions should be sent back with notations, rather than rejected. Rejection will result in faculty starting all over with the submission process, rather than correcting the items in questions. Conversations are underway in

hopes that revisions will be made to the approval process with the Chair reviewing the submissions first and the final approval from the Dean.

Paper Policy

Prior to Work Day, copier paper was funded through ITS budget and departments were charged based on the copy use (per click charge). With the shift to workday, the Finance Division decided to ask departments to purchase their own paper, sharing the cost among departments within the respective buildings. However, since copiers are utilized by many faculty, students, and administrators across campus, this cost share was not reasonable. This issue was addressed during the Academic Affairs meeting with the Provost. Provost Siegel followed up with Mr. Trafecante, VP for Finance. As a result the Finance team is working on resolving this issue, putting back previous processes.

Work Day Discussion

- The Dean mentioned that there are a few glitches in the Work Day system but they are being addressed and with time these processes will improve. He encouraged chairs to communicate to their faculty that they should check their salary and benefit information in Work Day.
- Dr. Phelan mentioned that the Program Coordinators have their own set of responsibilities and are now doing work that used to reside in other departments (H.R., Accounting & Purchasing.) Onboarding of new staff and faculty is now handled within the departments, rather than Human Resources. The Dean did speak to the Provost Office regarding equity issues.
- Dr. Biselli shared that the approved time and the approval for reimbursement is easier and quicker.

CAS Internship and Leadership Seminar Proposal

Last May two proposals for a CAS Internship course and CAS Leadership seminar were shared for consideration. While there was a lot of support for these two courses, they are not departmentally based and there is no mechanism to bring them forward for approval. There was an agreement to form a subcommittee of Chairs to vet the proposals, make suggested changes, and report back to Dean's Council. If the DC approves the proposal, the next step would be to bring it to the Arts & Sciences Curriculum Committee and then to CAS Faculty. Dr. Petrino shared that these courses are tentatively numbered CAS 298 & 299—Seminar in Leadership Ethics and Society, as well as an Internship in Senior Leadership Ethics. Both courses would be available for elective credit (3 credits). The Dean requested volunteers for the subcommittee. Drs. Horan, Brill and Mielants volunteered.

New Items

Dr. Nantz is holding a US Diversity Fall Lecture Series and encouraged Chairs to spread the word to faculty. The hope of these lectures is to pull the US Diversity courses together.

All lectures are being held in the Barone Campus Dogwood Room from 5:00 – 6:15 p.m. Each talk will be forty-five minutes followed by open conversations with students.

- September 25 – Dr. Betsy Bowen – “Reading Slavery: What interviews with the last generation of enslaved Americans can teach us.”
- October 18 – Dr. Rachele Brunn-Bevel – “Race, Class, Gender and Educational Inequality”
- November 13 – Dr. Brian Torff – “Soul and the Legacy of Aretha Franklin”
- November 29 – Dr. Peter Bayers – “The reality of Native American life on a Reservation”

Announcements

Assistant Dean Saadia Rafiq asked for Chairs to notify faculty, who are teaching first year students in cornerstone courses to encourage their students to attend the CAS Leadership and Professional Development Series. The first event is the Dean's Welcome on Tuesday, September 18th at 5:00 p.m. in the Oak Room. This is an opportunity for the student to mingle with each other and meet the Dean and faculty. There will be pizza and t-shirts for the students.

Meeting Adjourned at 4:55 p.m.

Respectfully submitted,
Fran Yadre