

**CAS Dean's Council Meeting
February 6, 2019 Minutes**

Attendees

Dr. James Biardi, Director of Environmental Studies
Dr. Angela Biselli, Chair of the Department of Physics
Dr. David Crawford, Director of International Studies
Dr. Ryan Drake, Chair of the Department of Philosophy
Dr. Robert Epstein, Chair of the Department of English
Dr. Dina Franceschi, Chair of the Department of Economics
Ms. Stephanie Gallo, Director of Career Planning for CAS
Dr. Sean Horan, Chair of the Department of Communication
Dr. Matthew Kubasik, Chair of the Department of Chemistry & Biochemistry
Dr. Janie Leatherman, Chair of the Department of Politics
Ms. Andrea Martinez CAS Senior Assistant Dean
Dr. Margaret McClure, Chair of the Department of Psychology
Dr. Eric Mielants, Chair of the Department of Sociology
Dr. Irene Mulvey, Chair of the Department of Mathematics
Ms. Kim Nickolenko, Director of Career Engagement, CAS
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. Patricia Behre, Chair of the Department of History

1. Approval of Minutes from November 7 and December 5, 2018 meetings

Motion: Dr. Slotemaker moved to approved; Dr. Phelan seconds, all in favor; motion passes

2. Bookstore Issues Dr. Rose said VPA faculty are having ongoing issues with the bookstore:

- Not enough books ordered
- Books backordered / late arrival up to three weeks into semester

Many departments are having similar issues. The Dean will schedule a meeting with the bookstore manager; he requested two Chairs to attend; Drs. Rose and Epstein will attend.

3. Intro of new CAS Staff from the Office of Career & Professional Development

The Dean welcomed Kim Nickolenko and Steph Gallo who joined the College to better support CAS faculty and students with internships and career development activities. Ms. Nickolenko said that she and Ms. Gallo plan to visit with departments to get a sense of department needs. We

work with students on a daily basis and we will continue to work with the University Career Center on larger programs such as:

- Mock interview day
- Career fair
- Job shadow programs

Workshops for the College:

- Industry nights: one night focus on the sciences one night focus on sports
- Stags in the City: we take students around to many companies.

Ms. Gallo said she is excited to meet with department faculty and students. The Dean asked Chairs to inform their faculty of this new department; Kim and Steph are located in room 7 in Canisius.

4. Enrollments Ms. Martinez said in preparation of June orientation and fall semester, to make sure the following are entered:

- Course submissions: please check that timecodes are correct
- Caps: make sure they are true to limit over-enrollment
- Clearly state if a course is hybrid
- Course descriptions: make sure course descriptions are up to date with pre-requisites and restrictions (such as junior and seniors only or for majors & minors only.)

Ms. Martinez said the admitted student number for this fall is estimated at 1100, similar to last year and we will use last year's offerings as a guide. Ms. Martinez is working with Institutional Research (IR) and received a five-year analysis and will share the information with department chairs. The Dean said IR is to create a dashboard so that department chairs will have access to enrollments to gauge sections. The Dean met with Cory Unis and Admission, the College early admits are up as well as applications. The plan is to have approximately four thousand undergrads and grow the graduate programs for eight thousand students combined for sustainable quality.

5. Budget Update the Dean said we have a new budget system that Jean Daniele is currently working on. The Dean explained that he might move money around from departments with surplus to support needs of another department. Allocating our resources will help better steward our budgets. The Dean is requesting an operational budget to assist with new renovations and construction and requesting for faculty lines, including requests for visiting and professor of the practice. He will report back with the outcome.

6. Space and Facilities the Dean said that currently the college has maintenance and construction in progress.

- Canisius: will be closed for summer for renovations
- Bannow: renovations to improve labs and HVAC systems
- Economics department moves to the new DSB building in July, freeing up space in Donnarumma.

Future College project ideas/possibilities:

- Possibly taking over the old DSB building
- Renovate Donnarumma
- Possibly an addition onto Donnarumma
- Possibly Canisus expand to the walkway
- Possibly connecting Canisus and Donnarumma with a connecting building

University space:

- Ongoing renovations to dorms
- New townhouses where the barns were located will be completed in August
- If needed more townhouses may be built in DSB parking lot

7. **Strategic Planning** the Dean explained strategic planning is important for the College; it is a way for donors to see our accomplishments and goals. The Dean requested two faculty nominees from each department to form working groups that will consist of two meetings this semester. Faculty will be assigned to one of the four goal groups or to a fifth group of miscellaneous goals. The goal of the groups is to create a one-page document by the end of the academic year with next year's action items included.

Next steps:

Invite Registrar to March meeting

Meeting Adjourned at 4:45 p.m.

Respectfully submitted, Fran Yadre