

**CAS Dean's Council Meeting
Draft of April 3, 2019 Minutes**

Attendees

Dr. Patricia Behre, Chair of the History Department
Dr. James Biardi, Director of Environmental Studies
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. 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
Dr. Laura Nash, Associate Professor of Visual & Performing Arts (representing the dept.)
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. Glenn Sauer, CAS Associate Dean
Dr. Joan Weiss, Professor Mathematics, representing the Department of Mathematics
Dr. Jiwei Xiao, Chair of the Department of Modern Languages & Literatures

Regrets

Dr. Angela Biselli, Chair of the Department of Physics
Dr. Matthew Kubasik, Chair of the Department of Chemistry & Biochemistry
Ms. Saadia Rafiq, CAS Assistant Dean
Dr. Marice Rose, Chair of the Department of Visual & Performing Arts
Dr. John Slotemaker, Chair of the Department of Religious Studies

1. Approval of Minutes from March 6, 2019

Motion: Dr. Mielants motioned to approve; Dr. McClure second; two abstained; motion passed with no opposition. The Dean said we are working on creating a site where the minutes will be accessible; once it is completed, Dr. Sauer will send out a notification.

2. Budget Update: The Dean gave an update on the new budget process. The budget process has changed to give more responsibility for stewardship to the academic side.

- The board approved our budget; however, it is not yet ready to be released, as final tweaking is still happening.
- Basically, the budget is flat, but we received necessary additions for new labs, equipment and facilities.
- The Dean will now release the budget to departments rather than the Provost office.
- The Dean will be meeting with department chairs to discuss requests that were denied and to see if discretionary funds can be used.

- Funding request submission form will be sent out to departments. You are to submit department needs. This will assist the Dean and Karen Kaiser, CAS Development Director at meetings with prospective donors.
- We are working to combine operating budget, adjunct budget and personal budget.

Dr. Epstein asked if the VAP budget has been approved for next academic year. Dean Greenwald does not have an answer yet and understands the decision is late and hopes to have the decision soon.

Dr. Horan asked if there is a procedure in place for pre-tenure leave. Next year the Communication department will have four faculty on pre-tenure and sabbatical leave. The Dean said at other institutions the department chair develops a curriculum plan to show the impact of a faculty member on leave. If the impact were significant, the leave would be denied or postponed; this does not seem to be the practice here.

Dr. Xiao asked about Writing Across the Curriculum (WAC) and how staffing will be affected. Will this plan increase the number of adjuncts to cover course releases? The Dean said there is a sub-committee from Academic Council working on the process and implementation. The Dean is serving as ex-officio on the committee and once the plan is confirmed, he will report back.

Dean Greenwald said with the launch of the new core we are factoring in the number of sections for the incoming class. Andrea Martinez, will be reaching out to Chairs to go over the number of sections needed.

Dr. Epstein asked where on the website are students and faculty can find the course listings. Ms. Martinez said on my.fairfield there is a red button called browse classes. You can search by department or requirements. Dr. Epstein and Dr. Mulvey said there used to be a .pdf listing and it is no longer available. Is it possible to have this list posted again, as it helped with advising? Dean Greenwald will check with the Registrar.

3. **Student Registration Update:** Senior Assistant Dean Martinez said at our last meeting the Registrar spoke about change in protocol for student registration. We were concerned of the impact it would have on students that are a few credits behind the threshold. We came to an agreement that students within a nine-credit buffer of the class standing will have their registration time updated.
 - Walker policy at commencement will remain the same this year. Students that are three credits short but who are registered for a summer course and will finish by August can participate in commencement. If you have students that are short credits, reach out to Ms. Martinez so she can confirm requirements and add names to the list.
 - Maximum credits for registration. Students in non-science majors can only enroll for up to seventeen credits. Advisors are authorized to make exceptions they just need to email the Registrar's office and ask for exception to be made to allow the student to register for eighteen credits.
4. **Midterm Estimates:** Senior Assistant Dean Martinez shared the midterm estimate report survey; she explained the importance of faculty reporting their concerns and if there are no concerns to report that too. Reporting helps the Assistant Deans to reach out to students that are in need. Dr.

Biardi asked if the report shows trends where we can see areas where we need to work on; Ms. Martinez said yes we could look and share the numbers.

5. **Communications and Marketing Workflow:** The Dean said we are working with Vice President Jennifer Anderson's department for promotion of the college. If you have a request for marketing and communications, they need to go through Christina Albino in the Dean's office. This includes all social media, print and brochures. Please do not contact Marketing directly.
 - **Internal monthly newsletter:** Ms. Albino will be creating a newsletter for students and faculty highlighting faculty achievement and student research. This will feed into various other communication to the trustees and donors. We will gather faculty highlights in print form to distribute at the next CAS faculty meeting. Ms. Albino will be emailing Chairs for their departments requests; please share with your faculty and respond to Christina.
 - Weekly e-mail newsletter to students: the newsletter will include career information, department events, and events for the college. We will then be able to share with alumni and donors.
6. **Career and Professional Development** The Dean said some of the schools in the College have been doing alumni and mentoring panels and we are looking to partner these events with Steph Gallo & Kim Nickolenko's area. We want to implement industry nights where we can bring departments together to focus on a certain area. These events would draw alum to campus and we could invite prospective students too. Over the summer we will reach out to you to coordinate events and schedules. For departments interested in bringing speakers to campus, we can assist with funding; we are creating a funding request form that can be found on the portal.
7. **Open Items:** Ms. Nickolenko said she emailed department chairs regarding the new internship scholarship fund. The scholarship can be used for students that have financial need; it can cover housing, travel. Please share this with your faculty; the request stays open until May 1. We also created a scholarship fund to cover book costs for students who are in financial need.

Motion to adjourn by Dr. Crawford; seconded by Dr. Behre; all in favor.

Meeting Adjourned at 4:40 p.m.

Respectfully submitted, Fran Yadre