

CAS Dean's Council Meeting
September 11, 2019 Minutes
CNS 200

Attendees

Dr. Patricia Behre, Chair of the History Department
Dr. James Biardi, Director of Environmental Studies
Dr. Sara Brill, Chair of the Department of Philosophy
Dr. David Downie, Chair of the Department of Politics
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
Ms. Andrea Martinez CAS Senior Assistant Dean
Dr. Margaret McClure, Chair of the Department of Psychology
Dr. Scott Lacy, Chair of the Department of Sociology
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 Visual & Performing Arts
Dr. Glenn Sauer, CAS Associate Dean
Dr. John Slotemaker, Chair of the Department of Religious Studies
Dr. Jonathan Stott, Chair of the Department of Physics
Dr. Joan Weiss, Professor Mathematics, representing the Department of Mathematics
Dr. Jiwei Xiao, Chair of the Department of Modern Languages & Literatures

Regrets

Dr. Irene Mulvey, Chair of the Department of Mathematics

1. **Approval of Minutes** from April 3 and May 1, 2019
Motion to accept: Dr. Horan
Seconded: Dr. Xiao
Abstained: Drs. Brill and Lacy

Announcement: Dean Greenwald announced the meeting minutes will be listed on my.Fairfield, faculty portal.

2. **Issues with course scheduling and registration**
Registrar changed the course schedule due date from October to August and increased the advising period from ten days to one month. The earlier due date caused issues for departments planning to offer new course proposals for the spring semester. There is not enough time for a departmental meeting or to forward new course proposals to ASCC for approval.

Course Numbering:

The Dean said Registrar is changing the course numbering rationale; Fairfield has a unique numbering system and it affects transfer students and study abroad transfer credits. Most

institutions follow the 100, 200, 300 level courses, etc.. The Dean said the new deadline was extended and asked for departments concerns with renumbering.

Chairs voiced concerns:

- Chairs did not receive notification from Registrar; the course numbering change information went to Program Coordinators.
- Governance issues, numbering changes may lead to curriculum changes.
- Core courses may not align with the proposed numbering system.
- For the VPA program with five majors and a minor, the numbering system seems arbitrary.
- Advising concerns

The Dean said he would speak with the Provost with two requests:

- Recommend Registrar bring the course numbering issue to UCC
- That we are more flexible with schedule due dates.

3. **Strategic Planning** Dr. Petrino said the strategic planning goals are in draft form. The plan is for the working groups to meet to refine goals and develop at least one action item. We plan to bring the goals to the college faculty for a vote this semester. Dr. Petrino shared the results of a survey sent to alumni regarding the goals. The survey went out to students that graduated within the past five years. The feedback from the survey was positive:

- The most useful goal was goal one sub-goal C, promote and cultivate the self-awareness, confidence, talents and core career competencies of students approaching post-graduate studies and employment. Seventy-nine percent found the goal useful.
- The least useful was goal one sub-goal B, implement Magis core curriculum to ensure shared academic experience for all students' college commitment to the liberal arts. Forty-six percent found this goal useful.

Dr. Lacy said that it is important to note that the overall result of the survey were positive, there was no negative feedback.

Dr. Petrino is also setting up a focus group with CAS students to gather feedback from current students.

4. **Assessment** Dean Greenwald said external evaluation started for some departments. We separated the assessment reporting from the department year-end reporting. NECHE will check in to see where we are in our assessment process; the cycle is five to seven years. Last year we had three department and program external reviews: VPA, Irish Studies and MPA. This academic year we plan on Communication, Black Studies, Judaic Studies, Modern Languages, and Literatures.
- Dr. Sauer sent out a request for department assessment reports, the deadline is October 31. This spring NECHE reported we were not comprehensively assessing programs across the university. We have until the spring 2020 to provide evidence that we are comprehensively assessing learning outcomes in all programs. Please remember you can pick one learning outcome plan per year. You can use the template that was provided or the format that works best for your department.
5. **Faculty Travel** due to increase in new faculty and faculty traveling at off peak times, the Dean is looking for a new strategy for funding.

- The Dean would like Chairs to prioritize and reallocate funds internally before requesting additional funds from the Dean. Dr. Downie mentioned that some research trip travel exceeds the university reimbursement limit and asked for budgeting consideration for conference travel.
- The Dean suggested changing the date that departments submit travel requests to capture summer travel and asked for suggestions.
- A few suggested departments work on the travel-planning budget in April and submit the spreadsheet to the Dean's office in May.
- This timeframe does not work for some, as not all faculty travel has been approved.
- Another option is a two cycle funding request for fall and spring.

The Dean will meet each semester individually with Chairs. Department chairs will submit a preliminary draft of their travel plan to the Dean by Commencement and revisit at the start of the fall semester.

Meeting Adjourned at 5:00 p.m.
Respectfully submitted, Fran Yadre