

**CAS Dean's Council Meeting
Draft of Nov. 13, 2019 Minutes**

Attendees

Dr. Patricia Behre, Chair of the History Department
Dr. Sara Brill, Chair of the Department of Philosophy
Dr. Robert Epstein, Chair of the Department of English
Dr. Dina Franceschi, Chair of the Department of Economics & Director of International Studies
Ms. Stephanie Gallo, Director of Career Planning for CAS
Dr. Matthew Kubasik, Chair of the Department of Chemistry & Biochemistry
Dr. Scott Lacy, Chair of the Department of Sociology
Dr. Janie Leatherman, representing the Department of Politics
Ms. Andrea Martinez CAS Senior Assistant Dean
Dr. Margaret McClure, Chair of the Department of Psychology
Dr. Irene Mulvey, Chair of the Department of Mathematics
Ms. Kim Nickolenko, Director of Career Engagement, CAS
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. Jonathan Stott, Chair of the Department of Physics
Dr. Margaret Will, representing the Department of Communication
Dr. Jiwei Xiao, Chair of the Department of Modern Languages & Literatures

Regrets

Dr. James Biardi, Director of Environmental Studies
Dr. David Downie, Chair of the Politics Department
Dr. Sean Horan, Chair of the Department of Communication
Dr. Elizabeth Petrino, CAS Associate Dean

Announcements and Updates

Dean Greenwald said the Provost created an Arts and Culture working group that he is chairing, it is comprised of faculty from VPA and staff from the Museum & the Quick Center. They are developing comprehensive arts strategy for the University. The Quick Center is joining with the College of Arts & Sciences, to create a program for next year to fund events.

- Departments (across the university) can apply for up to \$2,000 to sponsor a program or a speaker.
- A group of faculty will vet the applications. The goal is four to six events a year.
- The Quick center venues include the Quick, DSB Events Space, Dogwood Room, and other spaces on campus.
- The Quick's Public Relations department will market events with mailings & social media. They have production and live streaming capabilities.
- Application information will be sent out after Thanksgiving with a submit date of early February.

Space update the University is updating the master facilities plan. David Frassinelli and the Dean are working on a vision for developing space for arts and science.

Some changes happening soon are:

Media Center will move into the north wing of the former DSB, it will include space for:

- Faculty space
- Studios
- Lab access for VPA & Communication, classrooms

We are working to have:

- Additional permanent space for Theatre.
- A building to connect Donnaruma and Canisius as the main College of Arts and Sciences building.
- Possible expansion in Bannow with additional labs.
- Engineering labs to move some labs to PepsiCo theatre

Budget Budgeting for next year has started; we have changed to an all-budgeting process instead of separate approval times of operation budget and faculty line budget. This process should make things smoother. Three times a year, Jean Daniele sends Chairs, budget balance updates for the following:

- Restricted budgets
- Operations budget
- Travel budget

The Dean will meet individually with Chairs to look at department budget cycle and if needed reallocate funds.

Hires

Dr. Sauer created a three-year hiring plan draft. Many VAP lines are being replaced with tenure track faculty. Chairs are to confirm with Dr. Sauer if their department is listed correctly, or they can suggest adjustments for their department. The plan also allows for flexibility for unforeseen changes. Chairs were pleased with the layout and for the buildup of departments. Chairs can share the template with their department and can begin a plan for year four.

Key Strategies

Growing media communication arts by one hundred students

- Sports media major was approved
- Digital Journalism
- New production facilities, film /TV studios

Growing graduate programs and offering different modalities other than traditional face-to-face classes.

- Low residency
- Online
- Hybrid

Internships the Dean said students had expressed lack of support from the College concerning internships. The College established the office of Career and Professional Development with Kim Nickolenko and Steph Gallo to coordinate internships in the College and to develop:

- Centralized database
- Track students internship
- Survey site coordinators

The Dean said support from faculty and chair are needed to streamline the internship process. Departments are still responsible for the academic experience. Ms. Nickolenko will work with each department to enter internship opportunities into the system. The workflow process is as follows:

- Student will sign into the program Stags for Hire (Handshake)
- Click on the appropriate department link.
- Complete information and submit to employer.
- Employer accepts
- Returns to the faculty mentor for approval
- Sent to Dean's office for final approval by Andrea Martinez
- Sent to Michael Flatto in Registrar for student registration

The system will allow departments to have midterm and final evaluation of each student.

Ms. Nickolenko would like all departments in the system for January. Chairs are to email Kim (knickolenko@fairfield.edu) their department's email resource account information so she can start the process.

The office of Career and Professional Development's next College Career Nights event is on Nov. 18 in the BCC from 6:00 – 7:30 p.m. There are forty alumni attending from many industries. The Dean asked Chairs to share these events with faculty and students. These are great opportunities for students and alum to network.

Meeting Adjourned at 4:45 p.m.

Respectfully submitted, Fran Yadre