

**Dean's Council Meeting
Kelley Presentation Room
December 4, 2019 Minutes**

Attendees

Dr. Bill Abbott, co-Director of Irish Studies
Dr. Anna-Marie Aksan, Director of Asian Studies
Dr. Peter Bayers, Director of American Studies
Dr. Patricia Behre, Chair of the History Department
Dr. David Downie, Director of Environmental Studies
Dr. Sara Brill, Chair of the Department of Philosophy
Dr. Sara Diaz, Director of Italian Studies
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
Dr. Dina Franceschi, Director of International Studies
Ms. Stephanie Gallo, Director of Career Planning for CAS
Dr. Johanna Garvey, Director of Women, Gender & Sexuality Studies
Dr. Sean Horan, Chair of the Department of Communication
Dr. Matthew Kubasik, Chair of the Department of Chemistry & Biochemistry
Dr. Maggie Labinski, Director of Peace & Justice
Ms. Andrea Martinez CAS Senior Assistant Dean
Dr. Margaret McClure, Chair of the Department of Psychology
Dr. Kathy Nantz, Director of Russian, East European & Central Asian Studies
Dr. Scott Lacy, Chair of the Department of Sociology
Dr. Irene Mulvey, Chair of the Department of Mathematics
Dr. Martin Nguyen, Director of Islamic World Studies
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. Giovanni Ruffini, Director of Classical Studies
Dr. Katherine Schwab, Director of School of Communication, Arts & Media
Dr. Kris Sealey, Director of Black Studies
Dr. John Slotemaker, Chair of the Department of Religious Studies
Dr. Jonathan Stott, Chair of the Department of Physics
Dr. Glenn Sauer, CAS Associate Dean
Dr. Marion White, co-Director, of Irish Studies
Dr. Margaret Wills, Director of Bachelor of Professional Studies
Dr. Jiwei Xiao, Chair of the Department of Modern Languages & Literatures

Regrets:

Dr. Nels Pearson, Director of the School of Humanities
Dr. Brian Walker, Director of Health Studies

Announcements:

- Dr. Petrino is leaving her role in the Dean's office, returning to faculty and taking up the Director of the Magis Core.
- Dr. Lacy is joining the CAS Dean's office in January, as our new Associate Dean.
- Collaboration with CAS/Quick Center – a fund has been developed to assist departments with funding guest speakers. Applications will be vetted by a team of faculty.
- The Quick center will have an artist in residence to work with CAS faculty and performance production.
- CAS collaboration with the Museum; the museum will have a curator in residence to oversee events.
- Next year is the 50th anniversary of women at Fairfield – the October 6, 2020 Common Ground event will include Ana Navaro, CNN GOP strategist and Joy Reid, MSNBC Political Analyst to discuss women in the election.

1. Approval of Minutes from October 23 and November 13, 2019

Motion to approve: Dr. Slotemaker

Seconded: Dr. Lacy

All were in favor

2. Registration

- The Dean and Assistant Deans meet regularly with the Registrar to discuss department issues and concerns. We are working on enhancing communication flow.
- New software "Campus" is being implemented that will allow chairs, directors and program coordinators to enter courses directly into the system.

Dr. Downie said faculty would like an online PDF version of all courses offered each semester for student advising and planning. Dean Greenwald will follow up with the Registrar and will report back.

Dr. McClure said the degree audits for Psychology are often incorrect and correcting them has become time consuming. Assistant Dean Martinez will reach out to the Registrar's office for an updated list of attributes. Dr. Phelan said she had a similar issue and worked with Susan Bickel in the Registrar's office.

3. Advising

- The Dean's office is drafting a faculty advising handbook.
- When the draft is complete it will be shared with department chairs for comments and edits.
- Once approved it will be posted on the faculty portal (printed copies will be available.)

4. Internships the Dean reminded Chairs:

- To have their department internship coordinator to work with Kim Nickolenko to ensure students have internship opportunities.
- Faculty need to encourage students to attend the career night events.

The Dean thanked the Council for their work on assessment; Dr. Dallavalle is submitting the report to NECHE that shows 91% compliance.

Program Review Process the Dean thanked Dr. Petrino for assisting departments with their review process. Program reviews are important for department assessment and strategic planning. External reviewers bring perspective for resources and curricular changes. Moving forward Dr. Lacy will assist programs through the review process.

Meeting Adjourned at 4:30 p.m.

Respectfully submitted, Fran Yadre