

College of Arts and Sciences  
Chair's Council  
July 23, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Calvin, Cavanaugh, Conant, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Latimer, Lee, Olsen, Perrin, Selman, Seung, Sheets, Stofferahn, Tucker, Woods

Absent: Clark, Rider, Yousif

- I. Approval of Minutes from May 14, 2019 – Approved as submitted with one abstention.
- II. Announcements (Olsen)
  - Olsen announced that this was John Conant's last official Chairs' Council and thanked him for his two decades as Chair of the Department of Economics. It won't be the same here!
  - Olsen asked the chairpersons to please stay on top of the numbers for the last group of New Transfer Student Orientation, and please make sure that you have enough seats for majors.
  - The New Chairperson training is scheduled for August 6th which conflicts with our next meeting but we will not cancel the meeting.
  - As we know, funding for student wages has been significantly reduced. State Works is considered a scholarship so we must keep those positions if at all possible. Olsen prefers not to cut more from S&E because it has been used to cover so much already.
  - Olsen distributed a flier from the Office of Sponsored Programs with the schedule of Responsible Conduct of Research training for the rest of the year.
  - HLC credentials and syllabi do not need to go back prior to 2017 but make sure that every section of every class is uploaded. Independent studies and dissertations are exempt.
  - The Biennial Review lists are into Susan's office.
  - Our College four-year graduation rate is at 32%, the highest ever for CAS.
- III. Career Readiness (Chris F.)
  - Please notify Fischer if people have announcements they want included in the biweekly bulletin.
  - Another Internship Panel is scheduled for September 24. Last year's panel was a great opportunity to get students talking with each other. The time is TBA, but probably 3:00 or 4:00.
  - Monday, September 30<sup>th</sup> is the Arts and Entertainment Career Working Night. Fischer will contact the departments about reaching out to their alumni. The hope is that we will have the evening in the new art gallery.
  - We also have a networking night for the humanities scheduled for Tuesday, November 12. University Advancement and the Career Center will reach out to their networks for the Career Working nights.
  - The chairpersons support having a day for students interested in going to graduate school. Something will be added for mid-semester and Fischer will reach out for faculty help.

#### IV. Study Abroad and Transfer Credit Evaluation (Dennis)

- One of the goals for SEM is the increase for transfer student enrollment. We want to get our articulations completed quickly for our students.
- It is best to think about things as generically as possible in the first pass as we look at articulation. Ballard distributed a document showing the process for transfer course review.
  - Every day, we get a list from the Office of Registration and Records with names and 991's of student transcripts keyed in for transfer. We have been given a 24 hour turn around to complete our review. Any courses (not pre-articulated) that hold any potential as a Foundational Studies course will go to Linda Maule for her to make a decision on what category she feels is best. Typically, her practice is to articulate it as a category and not as a specific course.
- The data will be run through the CRM which will give us the ability to track and run numbers so we can try to determine what makes the most sense for the articulation.
- Q/A
  - Do students who study abroad automatically get their global perspective counted?
    - Olsen responded no, because they get one UDIE credit.
  - Does this help catch courses that have been brought in as ELEC and not a program or a discipline?
    - Credits can be transferred as ELEC 001 or 002, depending on the level (100/200 or 300/400).
  - When we make corrections to the transfer table, how does that carry over to active students' records to reflect that correction? If ORR is using the database there must be some way to correct the table so ORR's decision is correct.
    - Currently there is not a process for that.
- Ballard shared that the latest twist from the state for new freshman is that not only are they bringing dual credit, there are high schools working with Ivy Tech that have figured out a way to have students take specific courses so they get the STGEC, which means they come to us with almost all of their foundational studies.
  - Hantzis observed that this creates a problem because they are not with a cohort and lose the social support that helps with the transition to college.

#### V. Budget and Schedule Discussion (Olsen)

- The university freshmen enrollment numbers are down a bit, but retention, transfer, grad students and international numbers are up.
- As a college we are still tracking over the budget based on last year. The fall is covered for part-time lectures except for distance. The spring part-time lecturers' situation is not going to be as flexible. We will need to make substantial cuts from last spring's numbers.
- Good news! The regular faculty numbers are up over the last two years. Last year we had 464 regular faculty, 359 tenure-track, and 105 lecturers. This year, we have 492 regular faculty, 378 tenure-track, and 114 lecturers. In the College we've added more than 10 regular faculty members.
- Send regular faculty search requests to Olsen by September 15 or earlier.

VI. SEM Discussion (SEM Council, PAC)

- The SEM Council is working on the final version of their plan for investing in new or existing programs, which will go through the deans and then up to the provost office.
- Jason Trainor will meet with Olsen and the associate deans to talk about the SEM process at the college level. We hope to have the college recruiting plans in place by the end of August.
- The 2020 online admissions applications should have drop down menus to record students' high school activities (ex: music, theater, travel abroad).
- We are going to start working with Faculty Senate to identify faculty advocates or "champions" for each program. Those faculty will be on call to meet with students and families and possibly go on trips to area high schools.

VII. Your Items for Discussion

- Olsen needs to know intent to apply for Sabbaticals for 2020/2021 no later than September 1<sup>st</sup>. There will be less flexibility than in years past in terms of the schedule.
- If there are faculty members applying for 2<sup>nd</sup> or 3<sup>rd</sup> sabbaticals, make sure their previous sabbatical reports have been submitted or the new application will be denied.

Next Meeting: Tuesday, August 6, 2019

College of Arts and Sciences

Chairs' Council

August 6, 2019

Present: Berchild, Brown, Stan Buchanan, Calvin, Cavanaugh, Conant, Fischer, Flurkey, Glende, Hantzis, Hays, Hill, Israel, Kruger, Latimer, Lee, Olsen, Perrin, Rider, Selman, Shriver, Seung, Stofferahn, Tucker, Woods, Yousif

Absent: Ballard, Scott Buchanan, Clark, Hall, Inlow, Sheets,

I. Approval of July 22, 2019 Minutes – Not discussed.

II. Announcements (Olsen, Fischer, Yousif)

- Olsen reported that the calendar of due dates came out and because of the FAD Workflow, Susan Powers has entered dates that are uniform for the entire university. It has essentially added a week for the chairs on most of the reviews. A few of the faculty dates are slightly earlier, but not by much. Olsen is inclined to go with the university calendar. Please let us know if you see something that is way off or would be very problematic.
- Notify Olsen by September 1<sup>st</sup> if someone is going up for full professor or plans to take a sabbatical.
- Yousif stated that we are missing documentation of around 1800 syllabi. We will be in contact with the departments for assistance in obtaining them. We understand that we will not be able to get all of them but we need collect and verify as many as possible so if they are requested by HLC we will have a justification.
- Olsen reminded the chairpersons that the Academic Affairs retreat is this Thursday at the Landing.
- The ISU Math and Writing Center's name has changed to the ISU Writing Center. Tutoring for Math will be in Root Hall.
- Olsen stated that we need one more distance UDIE section for the fall. We will be reaching out to see if anyone has a thought for a distance course. Kruger said they could probably run a SOC course.
- Olsen reported that we are currently at 180 students for freshman registration day coming up on the 15<sup>th</sup>.
- Fischer shared information about a possible program for seniors on loan repayment and loan forgiveness. The program could involve education majors and criminology majors going into law enforcement. Also, the Ascend group that came in last year have offered to Darby Scism to bring in a group of their recruiters (if they have enough lead time) to do a mock interview in a class. Ideally we would have two or three classes for them to visit on the same day. Shriver asked if Skype could be an option and Fischer said that he would find out.

### III. Fall Welcome

- Fischer still needs information from a few departments about who will be escorting students from HMSU to the departments. Holly Hobaugh has generated a separate list of all the transfer students who will be on campus and all departments have at least a few.
- Fischer would like to direct the students where to be and be settled at approximately 1 p.m.

### IV. SEM and CAS Plan

- Olsen stated that he is meeting with Jason Trainer next week to discuss more engagement from faculty with students, parents, and high school teachers and counselors. There are also workload implications with this, so it needs to involve Senate.
- Hantzis felt that the Career Center is doing a good job leveraging what we are already doing in the departments. Hantzis mentioned that they made space available to students from South for an environmental event and the students loved it.
- Israel suggested that Human Rights Day might present another opportunity for tours or to talk with peers.

### V. Your items for discussion

- Selman invited everyone to the butterfly station, it is in full bloom and it is beautiful. The garden will also be used for research by EES into pollinators in the area.
- Olsen reminded everyone that summer grades are due at Noon.
- Olsen shared that a New Faculty Reception will take place at the end of the month, more information to follow once the plans have been finalized.
- Media communication requests: Olsen met with Mark Alesia, the new Executive Director of Communications. Mr. Alesia was the 2018 Journalist of the year. He is very interested in reviewing our Annual Reports, so if anyone wants to send an addendum or a separate report of the faculty accomplishments please send them to me and Nancy.
  - Alesia wants to raise our profile in Indianapolis and in the *Indy Star* in particular. He wants to have network of faculty and expertise he could call on in different situations. Olsen suggested a spreadsheet with a name, department, and areas of expertise. If you have local and reliable emeriti you would like to add, someone that is easily reachable, add them to the list. If you have alumni you feel would be good, add them with their permission. Olsen added that while alumni stories are great to have on hand, they still absolutely want and need faculty stories.
  - Olsen felt that Mark would be happy to come to a Chairs' Council to talk about how to respond to media requests and how to put together the kinds of information he needs from us.
- Fall Chairs' Meeting:
  - Olsen asked if there are any particular topics they want to discuss or specific guests they would like him to invite. Israel asked if someone from the Center for Teaching Excellence might be able to come
  - Hantzis asked if there were any reports or any other items to read that might be important to review before the meeting.
  - Olsen noted that recruiting and SEM and also the Foundational Studies pressures that we face will be agenda items.

Next Meeting: August 27<sup>th</sup> at 9:00-1:00 in HMSU, 918

College of Arts and Sciences  
Chair's Council  
September 10, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kruger, Latimer, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Yousif, Woods

Absent: Clark, Seung, Tucker

I. Approval of Minutes from August 6, 2019 – Approved as submitted

II. Announcements and Updates (Olsen)

a. Assessment, majors' fair, career readiness events (CF)

- Assessment reports are due to the College on October 4<sup>th</sup>.
- You should have received an Excel sheet with the preferred data in the student success area.
- The Majors Fair is scheduled for October 16. The morning session, from 10:00-11:00, is for high school students. The afternoon session, from 11:00-1:00 is for ISU students.
- The Career Readiness Seminar is September 24<sup>th</sup> at 4:00 in the Career Center. An internship panel comprised of undergraduate students will share their experiences of the internship process.
- The Arts and Entertainment Career Working Night is scheduled for Monday, September 30<sup>th</sup> at 6:00 p.m. in the University Gallery.

b. Biennial Review and FAD (BY)

- The deadline for Biennial Review training is today and should take approximately 30 minutes.
- Those individuals intending to apply for sabbaticals should notify Yousif of their intent to apply by September 15<sup>th</sup>.
- Yousif reminded everyone about the email announcing FAD training with Susan Powers in Normal Hall.
- Instructors' date range can be the date of their last evaluation unless they are going up for 6 years, and then they want to be sure to have all 6 years dates included.
- Instructor evaluations can be done in the spring if they are on the schedule. If they are only teaching in the fall then they must be reviewed in the fall.
- Regarding evaluation of instructors with course release(s), if there is no MOU, it is best to include everything. Make a notation if there was no MOU on the file.

c. Schedule and Budget (Olsen)

- We are waiting for the audit for dual credit to see what these numbers are. Our CAS enrollment is trending above the university as a whole.
- No definitive news about raises for this year.
- Searches and staff replacements are on hold for the moment. Continue to do as you think you should with making requests to Olsen as an FYI. Send Olsen a search rationale by September 15<sup>th</sup>.
- The provost supplemental travel allocation is on hold.
- Distance Funding is currently housed in Extended Learning. Other than in instruction, Olsen has not had much luck with getting funding from on lab kits and other smaller items.

III. SEM and Faculty Champions (Olsen)

- Today is the last SEM Open Session. The surveys are open through the end of September.
- Send suggestions for Faculty Champions to Olsen and copy Nancy by September 30.
- An academic visit is required for potential students visiting campus.

IV. CAS Enrollment, Retention, Student Success

- Olsen anticipate questions about scheduling coming to us from Academic Affairs about how we arrive at class schedules and sequencing. There will be greater attention to the number of majors and the number of students we are turning out every year.
- The cost of instruction will be live on Blue Reports soon.
- Phase one has been focusing on faculty salaries. Phase two will focus on the costs associated with staff. Revenue generating items such as grants, contracts, and program fees are included in Phase Two.

V. Homecoming

- Not everyone needs to be at the CAS tent since there will be no activities for kids. We will collect information from all of you to distribute. If there are two of three programs that really feel the need to be there, please contact Olsen. If you are working the tent you will have a free ticket to the game.

Next Meeting: Tuesday, September 24, 2019

College of Arts and Sciences  
Chair's Council  
September 24, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kruger, Latimer, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Woods Yousif

Absent: Clark, Seung, Tucker

I. Approval of Minutes from September 10, 2019 – Approved as submitted

II. Announcements and Updates (Olsen)

a. Graduate and Majors Fairs (Fischer)

- The Graduate Fair is scheduled for October 22 from 4:00-6:00 in HMSU, Dede I and II. The graduate school is asking for just one college representative to attend who can speak for multiple programs. They are also hosting virtual fairs over the course of the next month. Send materials to Fischer by the October 15.
- The Majors Fair is set for October 16 in HMSU, Dede I. The high school session is from 10:00-11:00 followed by the undeclared ISU students from 11:00-1:00. About half of the CAS departments have signed up, the deadline to participate is next Monday. Notify Fischer if there will not be departmental representation. Sheets mentioned that the university is also having an alternative career fair from 1:00-3:00 on the same day.
- Fischer asked for the chairpersons to send him a list of past scholarship winners going as far back as their records permit.

b. TEC (Ballard)

- Ballard is a representative on the Teacher Education Committee (TEC). The TEC is the governing body at the university level of all education majors on campus. Ballard will present a TEC report at the CC from now on.
- Preliminary material was submitted to CAEP for accreditation which came back with concerns that the GPAs do not meet the CAEP standards for the program.
- For admission to BCP1, which is the first admission to the College of Education, the GPA is now a 3.00 to satisfy CSPE. The intention is that we will allow conditional admission at the 2.5 level, with some additional process from the departments to allow the 2.5-3.0 level. One of the challenges for CAS is that we are very different from student to student, some qualify the first year while for others it is two semesters before student teaching.
- Another requirement is passing basic skills text, probably the PRAXIS now instead of the CASA. EPSY 202, their Introduction to Education CIMT 200, and have that GPA to be admitted to College of Education. That admission is supposed to happen before they take any methodology classes. The additional piece of this is that BCP2; entry to student teaching now requires a hard 3.0 across the board. The primary reason for a hard 3.0 was that we will not be accredited by the only accrediting body for licensure for the state unless we went to the 3.0 requirement.
- These changes will take effect in Catalog copy next year so students entering fall 2020 the rub is perhaps transfer students. The intention of the option and was to allow us time to come up with an alternative at the BCP2 level; some kind of different assessment or a portfolio requirement.
- Ballard reported that the CAS representatives on TEC are: Chris Drew, English Education; Jodi Foster, Math Education; Dan Clark, Social Studies Education; Julie Heath, Music Education.



- Olsen:
  - Reminded everyone that we have one week for SEM submissions for Qualtrics survey on college-level ideas.
  - Requested names for the Winter Commencement Speaker.
  - Reminder about the three week attendance reports. If someone who missed a list for Title IV regulations we will forward a copy of the list to Susan Johnson.

### III. Retention and graduation rates (Olsen)

- Our retention rates and graduation rates are up for the college.
- More attention will be placed on colleges and department to look at what we can do to help maintain and increase numbers.
- Please be aware of what your retention and graduation rates are for your department.
- Selman mentioned that it is also a good idea to know your 6-year graduation rates. Olsen added that Blue Reports goes back many years and is a good resource for that kind of information.
- Olsen mentioned that online classes do tend to drop in enrollment. Woods observed that online students must be contacted if we notice they are having problems with grades. We need to make them feel connected or they will drop. Woods suggested that Academic Affairs allow the departments to have the funding back at the department level to allow the flexibility needed.
- Olsen stated that we, as a university, cannot get away from acknowledging and identifying contributing factors such as financial fragility, social transitions.

### IV. Your items for discussion

- Yousif reported on FAD deadline concern from a faculty member. Chris MacDonald informed Bassam that if the original submission in FAD was completed by the 20<sup>th</sup> and the chairperson sent it back for some reason that is acceptable but if nothing was submitted before the 20<sup>th</sup> then it is invalid.
- Olsen reminded the chairpersons that they have until September 23<sup>rd</sup> to check them in.

Next Meeting: Tuesday, October 22, 2019

College of Arts and Sciences

Chair's Council

October 8, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kruger, Latimer, Lee, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Tucker, Woods Yousif

Absent: Clark, Seung

Guests: Jason Trainer - Enrollment Management

Santhana Naidu, Bo Turner, Ashley Shroyer – University Marketing

I. Approval of Minutes from September 24, 2019 – Approved as submitted

II. Announcements and Updates (Olsen)

- The Humanities Networking Night is set for November 12 at 6:00 in HMSU, Dede II and III. We need your alums ASAP, please send the names to Fischer. Please encourage your students to sign up through Handshake.
- Fischer reminded everyone that the Assessment Reports were due on October 1.
- Olsen asked for the chairpersons to send the names of people working the CAS Homecoming tent to Hall by Thursday.

III. Budget update, Spring 2020 schedule, Sabbaticals 2020-2021 (Olsen)

- Olsen commented that it will be easier for us to plan the spring schedule now that the 1% raise has been set.
- No definitive word on searches yet.
- Sabbaticals:
  - There are 17 applications for sabbaticals across campus for next year with 13 of those coming from CAS. As you send them forward, remember that there won't be much, if any funding available to cover them centrally. We should expect that department colleagues will need to cover faculty work, including teaching, internally through reassignments, etc.
  - A year-long sabbatical is different because it frees up some money to hire someone to cover those classes.

IV. Jason Trainer: Enrollment Management.

- Trainer reported that one of the things that we have invested in this year has been to focus on yield. About 80% of our admitted students do not enroll here.
- In November and December we will circulate ongoing surveys of our admitted students. We will send you updated lists of students who are “on the fence” and those will be the students we will ask for you to engage with.
- Israel commented that in general, Economics tends to get students as transfers. She wondered if students might be reluctant to come to campus if they aren't sure yet what they want to declare. Trainer replied that we rarely have students identify as undecided, more often they have 3-4 different areas of interest.
- Trainer added that another focus to build on as we move forward are transfer and non-traditional students who are very interested in an academic area specifically.
- Trainer reported that in the next year, we hope to roll out campus tours into specific times of day so that it is easier for us to ask faculty to be available. Perrin asked if they could check with the chairpersons first because our classes are very strictly scheduled to allow for cross-college courses which are also very strictly scheduled. Trainer replied that he understood and explained that the

family/school schedules are tightly scheduled because of practices or after school activities so they need to be out by 2:00. Many of our families do multiple school visits on the same day.

- Israel asked if we recommend they visit classes while they visit. Trainer responded that typically smaller, private schools do this but our visit program is so large.
- Trainer stated that on average we have between 6000-7000 major changes in a given year. He is interested to see what that does in the 4-year completion program. What's happening and when are students making those changes? Rider suggested that it is happening at the high school level with the pressure to have the decision made before they begin college.
- Update on Social Media with Naidu, Turner, Shroyer.
- Right now the university social media presence is FB and Twitter, LinkedIn, Snapchat, TikTok and two accounts on Instagram; one for ISU and Life at State. The students prefer to hear from their peers, so Life at State is a favorite. We are also trying to find influencers on campus and their reach is probably better than what is found on local media. For instance there is a student in Nursing that has a half million followers on Instagram and maybe a million on TikTok.
- Turner's role is to talk to academic departments so we can do short features on them. Naidu asked if Turner could follow up with the chairpersons to help with email or letter communication. Let us know who in your areas should be featured in the content.
- Trainer shared that the success with some of our campaigns does come from letters. About three weeks ago we were down about 25% in applications. We launched a campaign with a partner that focused on the "Blue Preferred" application which takes much of what we have always done and put it in a specific point that made the student feel appreciated. We waived the application fee and gave them priority status. We are already up about 8% which translates to about 3,000 applications.
- Rider asked why ISU is not on the common application. Trainer would like to add the common application as an option.
- Trainer added that our turn-around time to notify a student of their admission status is 24 hours to between 2 weeks so that is a much different experience than what has historically done here.
- Alden shared that her students basically delete ISU emails because they feel they are canned and impersonal but if they see an email from her they will open it and read it. She commented that the authentic email catches them. Jason agreed that they too are interested in authentic communication.
- Olsen reminded the chairpersons to submit their Faculty Champions to Hall so that we can provide the list to marketing.

V. Your items for discussion, time permitting

- Scott Buchanan: The Fall Choral Showcase is Friday, October 18<sup>th</sup> at 7:30 p.m. in University Hall.
- Woods: On Monday, October 14, David Grant, former director of NCIS returns to campus for a 1:00 presentation. David helped to launch the long-running NCIS TV series.

Next Meeting: Tuesday, October 22, 2019

College of Arts and Sciences

Chair's Council

October 22, 2019

Present: Berchild, Brown, Scott Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kruger, Latimer, Olsen, Rider, Selman, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Ballard, Stan Buchanan, Clark, Perrin, Seung

I. Approval of Minutes from October 8, 2019 – Approved as submitted

II. Announcements and Updates (Olsen)

- The November 5 Chair's Council is cancelled because we are the inaugural college for the Trustee in Residence Program. Please hold October 19<sup>th</sup>.

III. Budget, schedules, sabbaticals (Olsen)

- There will not be a capital equipment allocation for this year.
- Thank you for sending your course reassignments.
- Do send your sabbatical requests forward with the understanding that we may need to cover faculty work internally through reassignments, etc.
- A reminder that November 4 is the deadline for faculty to submit sabbatical leave applications to the department chairperson.

IV. SEM proposals overview/discussion (Olsen)

- We received 50 responses for the college survey, which remains open.
- Jason themed the responses:
  - Suggestions for discipline-specific events (Women in Science, STEM, History Day) to help bring people to campus.
  - Several responses centered on high school recruitment, bringing students and teachers to campus, and continuing education.
  - Create informational events around retention, Foundational Studies, first year students, living learning communities, and degree completion.
  - Lastly, look more specifically at alternative pathways for freshman and sophomores who are struggling on a certain degree path and provide them two or three alternative programs.
- Olsen made a suggestion for CAS to work with Admissions and other departments on campus to think of ways to address some of the items brought forward in the survey.
  - Rider asked what we can do as a college to increase Hispanic students.
  - Hantzis stated that she is seeing cohort from the high school coming to ISU and enrolling in classes together, living together. It is difficult to break through that circle of comfort to encourage them to interact with people outside of their comfort zone.
  - Discussion around developing a group to focus on targeted events for Hispanic students and their families. Provide translators for the students' parents so the students aren't expected to translate for them and can participate freely.
- Olsen reported that Lisa Spence is organizing LMS open sessions (as well as online) to discuss replacing Blackboard. Look for an email announcement from Spence within the next few days. Olsen noted that the final transition is still a couple of years away.

V. Day of Giving (Olsen)

- Day of Giving is scheduled for March 11, 2020.
- Given that 60% of the alumni are CAS, please start thinking about who you want to be social media ambassadors. These are people (faculty, staff, and alums) who might record a video for you and put it on FB or Instagram.
  - Stofferahn mentioned that the “My Company Matches Gifts” box is confusing. Many people don’t know if their company matches gifts so they skip the box and doing so makes the form incomplete. Hill stated that the checkbox on matching can be clarified and also moved to the bottom of the donation form.

VI: Your items for discussion

- Rider is the chair of University College Council, which oversees the Foundational Studies Program. There will be workshops for faculty teaching global perspective and cultural diversity and also literary studies courses on November 4<sup>th</sup> and 7<sup>th</sup>. More information is forthcoming.
- Selman asked about the status of using ATS to hire graduate students. Olsen will follow up, but Sheets stated he understood that it is going forward but we can hire them as direct hires.

Next Meeting: HOLD October 19.

The November 5 meeting is cancelled

College of Arts and Sciences  
Chair's Council  
November 5, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Fischer, Glende, Hall, Hantzis, Inlow, Israel, Kruger, Latimer, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Woods, Yousif.

Absent: Stan Buchanan, Cavanaugh, Clark, Hill, Seung, Tucker

I. Approval of Minutes from October 22, 2019 – Approved as submitted

II. Budget and other updates and announcements

- Chris O. stated that 2021 might be a lean year and he doesn't anticipate capital equipment or travel. We will get the regular travel as part of S&E but not the supplemental.
- Chris O. is meeting with the College Personnel Committee on November 12 to discuss Biennial Review.
- Applications and admissions for Fall 2020 are up at this point.
- Chris O. asked for the chairpersons to review activity in NFO accounts because if an account has been inactive for three years, the money could be swept. Please contact Chris O. if there are extenuating circumstances around an NFO account.
- Chris O. reported that it was announced at PAC last week that regular faculty members must have telephones. Several chairpersons said they had deactivated hardline phones to save money. Chris O. suggested that the chairpersons hang on to the hardline phones until he can get an update from Academic Affairs.
- Chris O. hopes to have an idea about Tenure Track searches by the end of November.
- Chris F. reminded the chairpersons that the Humanities and Networking Night is November 12. Please encourage undergraduate participation and sign up through Handshake. Dress is business casual.
- Fall only PT Temporary Faculty Appraisals are due Friday, November 15<sup>th</sup>.
- Chris O. stated that CAS is kicking off the "Trustee in Residence Program" today with Trustee Randy Minas here visiting several CAS units today.
- Dennis B. and Chris F. are attending CCAS this week and Chris O. will be out as well. Bassam Y. will be in the office.

III. Chrome River: Trena Milsap, Holly Garrett, and Leslie Wheeler (Controller's Office)

- Trena M. said that the paper process gave us signatures but with Chrome River, it comes to us all approved online. We verify that everything is ISU and IRS compliant. We work closely with grants and other funding agents.
- Field trips or student organizations need to be under an advisor, faculty, or staff member's pre-approval account. If a faculty member is taking a group of students to a conference, there can be one pre approval for the whole group so that everything is encumbered under one pre approval. If the students are being reimbursed individually then we need to know their name and their 991 so we can add them to Banner for approved travel as a non-employee so they can be found by searching for their name. The student's reimbursement becomes a third-party pay under your preapproval.
- Graduate students will not have their own access so faculty members must enter them (or an admin.) We do not tell the departments who should be proxy for a faculty member.
- Trena M. said that if we want to avoid multiple approvals for the same trip that we can put everything all under one index and then move the monies through transfer. She added that we can adjust the reimbursement if the max amount isn't as much as listed on the pre-approval

- Holly G. stated that with at TA number airfare, cars, and hotel may be scheduled. She and Trena M. are streamlining reconciles so that Enterprise is reconciled weekly, while Altour and Hotels.com reconcile monthly.
- Jen L. commented that if someone doesn't reimburse the department for over-spending that we can have it put on account with the university, much like a parking ticket.
- Chris O. stated that if encumbering for large student trips (20-25 students) is difficult that the Dean's office may be able help, up to a point.
- Holly G. mentioned that anything that is direct billed needs to have a TA. We check the TAs to make sure that the correct TA is used on the correct direct bill.
- The system sends reminders to the traveler and the approver.
- Holly G. mentioned that they will approve a TA if they know that a grant is funding a trip, even if the index is in deficit.

#### IV. Advising updates

- Dennis B. distributed PT salary reports and asked to be notified ASAP if there were any errors.
- Chris O. said the MySam portal was revised to include another email address that will go to the student's advisor. CAS is added as the secondary advisor for back up, in case there are problems contacting their advisor, or are in between programs, we can then get them where they need to go.
- Dennis B. shared that the provost charged us with an outreach to students. All of the colleges now have a Student Success Center. We sent a customized email to all of our CAS students with the name of their advisor and how to contact them, if they can't then they can contact us. We are not giving out PINs or advising just helping to connect the students with their advisors.
- Dennis B. will email the chairpersons with a .pdf of the posters, and the information for the TVs.
- Chris O. added that we are continuing to expand the general studies profile and recruiting to general studies. Some of that relies on online minors and some departments are only one or two courses shy of having an online minor. Please review your minors to see what might be close to being an online minor.

#### V. Your items for discussion

- N/A

Next Meeting: November 19

College of Arts and Sciences

Chair's Council

November 19, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Clark, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kruger, Latimer, Olsen, Perrin, Rider, Sheets, Tucker, Woods

Absent: Selman, Seung, Stofferahn, Yousif

I. Approval of Minutes from November 5, 2019 – Approved as submitted with two abstentions.

II. Announcements (Chris O.)

- Chris O. reported for Bassam Y. that the Biennial Review is done for another year. It seemed to flow better this year but please send your suggestions for next year to Bassam Y., and we will pass them on to Susan P.
- Chris O. reported that Myla W. will send back the Honors money from this fall.
- No update on searches. No capital equipment budget for this year either.
- The new admissions deposit gets collected on December 1<sup>st</sup>.

III. Spring 2020 Career Readiness and Networking Nights (Chris F.)

- Chris F. said that our first Humanities Night went well, overall. We learned a lot from this year's event and look forward to next year.
- Chris F. stated that looking ahead to Career Readiness and Networking for next year, we are considering:
  - An Internship panel in the spring semester.
  - Partnering with the College of Business for an early March panel on Careers in Sustainability.
  - One or two panels geared toward seniors with topics of negotiating salaries, HR benefits, loan payments and forgiveness.
  - A general panel on the topic of applying to graduate school.
- Chris F. mentioned that the Ascend group from Indianapolis is willing to come to campus (with enough lead time – figure several months) to hold mock interviews for junior/senior students.

IV. Alumni Mentors

- Chris O. mentioned that we have more mentors coming on all of the time. We want to make sure we keep it fresh and that our students engage with the mentors. Consider using a gateway sophomore/junior courses and ask them to alumni mentors in their field, maybe as an alternative to a quiz.
  - DeVere W. cautioned that making an assignment because the student will likely say that they have been assigned to reach out to a mentor and that will not be the impression we want to give our mentors.
  - Debra I. asked how many mentors are needed from the departments. Chris O. responded that 3-4 mentors minimum per department is ideal. Chris O. doesn't invite a mentor that he hasn't cleared with the department chairperson first. We need a short biography, a picture and an active email.
  - After the holidays, Chris O. is going to communicate with the mentors about Days of Giving and ask their help to promote ISU.
  - Darlene H. suggested an Alumni Mentor virtual night and skype people in. We would also like to have our students meet mentors at Homecoming.
  - Chris O. mentioned inviting mentors to the Honors Celebration this spring.



- Debra I. asked about the status of the Student Advisory Group because one of their current alumni mentors mentioned that she gained a CAS identity by serving with the group. Chris O. responded that he plans to meet with the committee again in the spring.
- Contact Chris F. with Alumni Mentor information and questions.

V. Distance Classes & Distance Students, registration (Dennis B.)

- A charge for all of the colleges from the Provost's Office is to monitor the enrollment in distance classes
- Dennis B. stated that there seemed to be a trend that seniors expect that distance classes will be open to them so they have flexibility in scheduling.
- This fall, before the semester began, Dennis B. had to add three new distance courses to the schedule because the existing distance classes were enrolling on-campus students. We must keep the distance classes open for distance students because they have no other options.
  - Discussion points:
    - Darlene H. said that there has been mixed messages for years about how we handle distance learning classes. Students don't realize that there are distance only cohorts, they only hear from friends who took a distance class in the summer.
    - Darlene H. noted that there is a particular college on campus who is doing overrides and allowing distance enrollment without notifying the department.
    - DeVere W. recalled when there were no classrooms available to add a class so distance was the only option to meet the needs of our students.
  - The chairpersons asked for a clear statement from the College about how best to handle distance learning courses and reinforces the importance for chairpersons to maintain authority for over rides.

VI. Graduation Plans: PT, Distance, Transfer students

- Chris O. mentioned that the deans have been asked to think about something different than the current 4-year graduation plan that is based on freshman coming to campus with no credits because that is no longer the case.

VII. Hybrid programs; non-traditional class schedules

- Students are seemingly less satisfied with entirely online programs but they like the flexibility they provide, but they would like to still take classes on campus.
- Chris O. wondered about a 7-8 week class with a bulk on a traditional schedule but with some online as well.
  - DeVere W. commented that most of the non-traditional choose distance because they have jobs and families and can't come to campus so a hybrid doesn't work.
  - Dennis B. said that some graduate programs are primarily distance, but they have a 2-week seminar for the summer and it seems to go well.

VIII. Your Items

- Chris O. mentioned the this year's Community Semester will be much smaller with just 2-3 events, most definitely including Night in the Museum. Contact Chris O. with copy to Nancy H. if your department is interested in hosting an event.

Next Meeting: Tuesday, December 10

College of Arts and Sciences  
Chair's Council  
December 10, 2019

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kruger, Latimer, Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Tucker, Yousif, Wood

Absent: Clark, Seung

I. Approval of Minutes from November 19, 2019 – Approved as submitted

II. Announcements (Chris O.)

- Graduate Assistant requests are due in the Dean's Office on December 11<sup>th</sup>.
- Please send announcements for the CAS Faculty Bulletin to Chris F.
- Besides the Night at the Museum, please let Chris O. know if there are events you want to feature in a scaled down version of the Community Semester.
- If you have Live TVs in your building, please contact Martin C. and copy Chris O. with an update of current content and what you would like to have on the TVs.
- Dennis B. mentioned that syllabi are due to the State Transfer Library next week. Tami Nicholson has sent syllabi to several of you from other universities for department approval.
- Dennis B. reported that his office has started using the Talisma tool for petitions. Some of you have been getting emails asking if you approve of petitions. The emails will come from Arts and Sciences instead of Roxanne. Please respond to those emails with a yes or a no, there is no need to go into detail. Darlene H. noted that one drawback with Talisma is that it sends petitions that the chairs submitted themselves whereas Roxanne would exclude them so there wasn't a duplicate email.

III. Budget and Schedules, 2020-2021 (Chris O.)

- Please contact Chris O. before sharing budget items with your faculty. The projections for fall 2020 remain up. December applications and admissions have improved from October and November numbers.
- The S&E budgets (at this point) are not involved in the budget discussions. Travel and Student Wages will be off the board for cuts this year. Travel will be distributed on the same formula but there may be a different way of distributing those funds. Lastly, funding for data lines (phone lines) will not be cut.
- We can anticipate cuts to instructional budget.
- For now, there will be very few, if any, regular faculty searches for CAS.
- Steve S. asked what we are doing to avoid cancelation of sabbaticals. Chris O. responded that the provost is leaving it up to the deans to decide status of sabbaticals, and noted that we have always redistributed service and advising, so it's really about covering the teaching load. There are basically three options: more classes, more students, short-term (one-time) department funds.
- Academic Affairs will not sweep or tax Carry Forward funds (or there has been no indication of that) but CAS will continue its tax.
- Summer schedules plans will need to be adjusted to address the decline in summer enrollment. Dennis B. will contact chairpersons with a report that analyzes the enrollments over the past few summers to demonstrate the changes that need to be made this summer.

IV. Your Items for Discussion

- N/A

Next Meeting: Tuesday, January 7, 2020

College of Arts and Sciences

Chair's Council

January 28, 2020

Present: Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hill, Inlow, Israel, Kinne, Latimer, Olsen, Rider, Selman, Sheets, Stofferahn, Yousif, Wood

Absent: Ballard, Clark, Hantzis, Kruger, Perrin, Seung, Tucker

Guest: Hilary Duncan, Advancement

I. Approval of Minutes from December 10, 2019 – Approved as submitted

II. Give to Blue Day (March 11) – Guest Hilary Duncan

- The first Give to Blue Day was wildly successful. Last year, CAS had 101 donors with \$6,153.
- This year's event is scheduled for March 11<sup>th</sup>.
- We have added an "other" option so specific departments can be entered. We will also have the option to direct the gift to multiple areas in one transaction.
- The Night at the Museum will be a nice way to garner excitement. Chris O. added that SURE, Study Abroad, and post-graduate school fund remain the three primary areas for CAS.
- Hilary reported that the mobile app is still a work in progress, but she will check on the status.
- Last year, there were 346 social ambassadors and we encourage participating again this year as it is was a great way to promote your department and giving.
- Hilary stated that the problem with matching donations has been fixed, and the matching button is at the top of the Give to Blue website. Challenges are another good way to increase donorship.
- Terri H. is planning to use the limited science videos again through LinkedIn and Facebook. If departments have videos they want to share, please let Terri. H. know.
- CAS will host a breakfast downstairs in the SH Lobby; details TBA.
- Chris O. will email the CAS departments and alums on February 15, and will follow up on March 5<sup>th</sup> or 10<sup>th</sup> with emails to the alums.
- Please direct everyone to: [indstate.edu/givetoblue](http://indstate.edu/givetoblue)

III. Announcements

- Chris O. announced that Faculty Council has supported the split of Math and Computer Science. Welcome Jeff Kinne, representing Computer Science.
- Chris. O. reminded chairpersons not to send anymore late adds for classes.
- Sabbatical reports are due today. Chris O. added specific language in his memos to the provost stating that departments are aware the college is unable to provide funds, and they are aware that they can cover them through either temporary unpaid overload by tenured or tenure track faculty, or through the use of one time department funds.
- The Senate asked Chris O. to announce that the February 6<sup>th</sup> meeting at 3:30 is important in regards to general questions about university workload, curriculum, scheduling, degree reporting, and the bookstore. There are four years remaining in the Barnes and Noble contract.

- IV. CAAC Issues (Bassam Y.)
- CAAC has requested that each department clarify which minors are not open to majors. Bassam Y. added that if a major is unique (pedagogically) then there may be a reason why there is a minor.
  - Bassam Y. suggested having the spring curriculum completed by the beginning of the fall semester so that it is ready to go before the deadline.
- V. Career Readiness Spring Events (Chris F.)
- Chris F. announced that several spring events with the Career Center have been scheduled.
    1. Internship Panel comprised of 6-7 undergraduates who have completed internships. February 5<sup>th</sup> from 4:00-5:00 in the Career Center.
    2. Faculty discussion about graduate school geared towards sophomores and juniors. March 12<sup>th</sup> at Noon in stalker 105.
    3. College of Business panel on Career Sustainability April 2<sup>nd</sup> (time and location, TBA)
  - Chris F. asked for chairpersons to contact him if they sponsor events in their area that might be of a broader interest, and help to bring students to CAS.
  - A reminder on behalf of Darby Scism: If your department wants a capstone class or a midpoint gateway class presentation from the Ascend group to let her know. With enough notice, they can personalize a presentation for the department.
- VI. Staff positions, workload (Chris O.)
- Chris O. shared that for the next 2-3 years it will be a hard sale to fill vacated positions. Staff vacancies will be handled through attrition.
  - Please begin to think about ways to share workload digitally that won't require a physical change of location. Consider items such as travel, scheduling, ATS, Chrome River.
- VII. Your Items
- n/a

Next Meeting: February 4, 2020

College of Arts and Sciences  
Chair's Council  
February 4, 2020

Present: Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Perrin, Olsen, Rider, Selman, Sheets, Stofferahn, Tucker, Yousif, Woods

Absent: Ballard, Clark, Seung

Guest: Jason Trainer, Vice Provost for Student Enrollment Management  
Kristi Lawson, Project Manager, Student Enrollment Management

- I. Approval of Minutes from January 28, 2020 – Approved as amended (to expand on staff item), with one abstention.
- II. Updates: Budget; Give to Blue Day (Chris O.)
  - Chris thanked the chairpersons for sending him names of faculty who are multilingual.
  - Matt Bergbower agreed to be the chairperson for Political Science beginning in July. Welcome Matt.
  - Chris will email the alums who responded to the recent survey on February 15<sup>th</sup> about Give to Blue. He asked the chairpersons to think of alumni to reach out to for a giving challenge.
  - Chris reported that the CAS Student Advisory Board met last week for the first time this semester.
  - Chris distributed the enrollment report for spring. Our share of the graduate budget is about half of the budget, primarily because of Foundational Studies.
  - Chris reported that the fall 20 enrollment numbers are relatively hopeful. We are outperforming last year, but there is a long way to go. The budget projections are based on a freshman class of 2,050, while last year was 1,890.
  - Chris shared that other ways of saving money continues to be through attrition with staff positions. Additionally, OIT is cutting student printers primarily in the residence halls.
  - Chris added that Academic Affairs is considering making New Faculty Orientation (NFO) non-mandatory and reducing the program to two or three days, without a stipend.
    - Chairpersons suggested for less money, rather than none at all. They hate to see the new faculty miss out on the cohort that is NFO.
    - They ask that Academic Affairs speak with the young faculty about the program before they change the program because the attendees to NFO are also a good resource for the rest of the faculty in the departments.
- III. Your items for discussion
  - N/A
- IV. Jason Trainer, and Kristi Lawson
  - Jason stated that we have positioned ourselves pretty strong heading into the fall, but we do have a way to go.
  - We are working to rebound our fall freshman enrollments for 2020. We have increased our applicant pool between 23-24%. We were also aggressive with our financial aid pieces. We send out FANs (Financial Aid Notifications), which let the students know what their finances look like. We have a significant numbers of students that show up with no financial plan in place. After all aids, loans and scholarships are covered, what is left for the family to cover is also mentioned in FANs.

- Jason stated that our brand recognition is strong, but our market recognition is weak. We need to lift up the strengths of the institution and what makes us unique.
- Our online enrollments continue to increase, but we need to do more about growing those numbers. How do we create capacity? How do we alleviate the financial strain on our students? Graduate programs are needing increased as well. We are hoping that the renewed focus on graduate and transfer areas will help to increase our cohorts.
- Jason suggested that some things we can do now are Parallel pathways to improve retention and partnering in writing a grant for cyber security.
- Questions:
  - Ann R. asked what is being done to improve international enrollment for graduate students. Jason replied that the challenge is that the market is so difficult right now. The international applications are up, but the yields are low. We are trying to be more non-traditional in our approaches to recruiting.
  - Ann R. asked what we are doing to attract Latino students. Jason stated that Hispanic students are an area we can grow in. How we communicate with families? What type of language resources we need to provide for families visiting. We have a position open now for an admissions counselor with a requirement of speaking with our Latino prospects. Ann added that we have a group of people in this room who would be very willing to work with you and admissions. Jason suggested that they reach out to Rich Toomey.
  - Jason stated that in all areas, 30% of our challenges are with the processes. Processes/internal controls, the second is the academic (programs, advising), third is financial.
  - Jeff K. asked if the common application is still part of the conversation. Jason responded that we are moving to Slate CRM, and we will be folding 4-5 technologies into this platform, the most significant is the application, both undergraduate and graduate. How can we take the common app. and have it feed into Slate? The common app. is very expensive and costs the institution about \$4/5 for each application. The version through Slate is free, so while we definitely support the common app., it isn't one we can afford to lead with.
  - Darlene H. commented that it would make campus visits more productive and enjoyable for parents and students if we had a little background on the students ahead of time, i.e. name, high school they attended, what they are interested in; just things to let the student feel engaged.
  - Chris O. asked about recruiting from small high schools. It seems that students from small high schools feel more at home here at ISU.

Next Meeting: February 18, 2020

College of Arts and Sciences

Chair's Council

February 18, 2020

Present: Ballard, Berchild, Brown, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Perrin, Olsen, Rider, Selman, Sheets, Stofferahn, Tucker, Yousif

Absent: Scott Buchanan, Clark, Seung, Hantzis, Woods

Guest: Darby Scism, Career Center  
Molly Hare, Faculty Center for Teaching Excellence

I. Approval of Minutes from February 4, 2020 – Approved as submitted.

II. Guest 1: Darby Scism, Career Center

- Darby distributed the Career Center calendar for 2020.
- February 19 is the Spring Career Fair from 1:00-4:00 in HMSU.
- February 26 is the HHS Career Fair, HMSU, Dede II & III.
- Refer to the CAS Google Calendar for the CAS Career Center Workshops.
- Darby demonstrated Handshake, which is a career service database management program. A unique feature about the program is that when an employer posts a job to Handshake, any user at any university using the system can see the posting if it is made public.
- Darby recommended that students take the time to complete their profile. Users can search jobs, and apply filters to sort them to their field of study. They can keep track of applications, employers, interviews, and employers can contact them directly.
- Students can keep the account after they graduate by switching their email from their student email to their personal email.
- Darby added that the Career Center would like for students to report their internship experiences even if they are not receiving academic credit. The university already tracks employers (we have contracts with) whose internships provide academic credit.
- All of the data that gets reported in the first destination database will go into Blue Reports. The Career Center will reach out to graduates for several months after graduation to see where they are employed.
- Darby noted that the faculty view is currently in Beta.

III. Guest 2: Molly Hare, Faculty Center for Teaching Excellence

- Molly distributed a flyer about the 1 in 4 campaign. We are trying to get as many faculty as possible to make a pledge and participate.
- Planning will occur this spring semester for modifying courses to include 1 substantive assignment (or equivalent) in the first 4 weeks of class. The 1 in 4 campaign will occur for the fall 2020 semester so redesign should happen soon! Visit: [indstate.edu/fcte](http://indstate.edu/fcte) for additional information.
- Molly stated that the 1 in 4 pledge is not mandatory and faculty are certainly welcome to opt out.

IV. Announcements (Chris O.)

- March 3, 9:30 in SH 211: Denise Collins will meet with the graduate chairpersons at to talk about policies and forms. Chris O. asked for the chairpersons to send their graduate coordinator if they are unable to attend the meeting.
- February 25, 8:30 a.m., HMSU 9<sup>th</sup> floor: Arthur Feinsod will host “Continental Conversations” focusing on the works of Souly Abas.
- March 11: Give to Blue Day. If you have people in mind for challenges or matches contact Terri Hill.
- The Call for Nominations for the CAS Outstanding Staff Award is out. Please send your nominations to Nancy.
- Bassam reminded the chairpersons to select their departmental personnel committees in the spring so the committees are in place before August 1.
- Dennis: Associate Dean’s Council Report:
  - Susan Powers is interested in providing assistance to departments in putting together long term schedule planning for major and master level courses.
  - There is a delay in the process of getting courses approved, changed, or added for summer. Please do not reach out to ORR with questions about delays, contact Dennis directly.
  - Financial Aid had difficulty getting responses from instructors on inconsistent attendance and reporting last day of attending. Financial Aid must return federal aid funds to the government if the students have attended below a specific percentage.
  - Chris O. and Dennis will get clarification about what constitutes attending and “meaningful interaction” for online and face-to-face classes.
  - Chris F. mentioned that the list of exploratory classes and students will go out to the chairpersons sometime this week.

V. Your items for discussion

- n/a

Next Meeting: March 3, 2020



- Deans' Council and PAC will be meeting, as of now. We will meet as chairs' council on Tuesday at our regular time, 9:30, to see how it's going so far and troubleshoot as a group.
- The campus is open, Sodexo is open, and the exhibitions can go up. Theater shows will go on through Sunday.
- As of Monday morning, you must have a University ID to get into the Library.
- For secondary Ed students, as long as the school is open the students may go and continue placements. They may not get the 16 weeks that is required but they have already done the minimum that is required by the state, so they will be able to graduate as planned.
- Chris O: We are not going to deny students' graduation who have acceptable GPA's, are in good standing, and have met the required minimum hours just because their internship sites may have closed before they completed the required hours.
- Undergraduate student workers may work if they want to work. Student workers, if it makes sense, can work remotely. Math tutoring and the Writing Center and they are going to work remotely and report their work hours to their supervisors. GAs will still be paid as well as Work study, whether they work or not. **\*UPDATE: more instructions are due Monday from Nancy Rogers.**
- Graduate students cannot be required to be on campus to do research. Chris will send a notice to the faculty to remind faculty that students cannot be required, or it be suggested to them to be on campus for research.
- Graduate students are different than an hourly student job, but they are still required to record hours on Kronos. If they cannot access Kronos, then can email their supervisor with the hours they worked and give them permission to log the hours for them.
- With the announcement of VCSC closing, parents may wish to bring their kids to campus. NOTE: because of liability issues the university's policy is no minors on campus for regular, extended periods of time.
- No events through April 12: student sponsored, ISU hosted speakers, community groups are still TBA, and we are not treating exhibitions as events because it is tied to curriculum. Opening night receptions are cancelled. One-on-one meetings are on, until otherwise changes.
- Definitely answered is no more than 1-1 F2F meetings. Meetings with more need to be done separately or via distance.
- We also need to understand that our students will be home taking care of their own families/kids, be patient and compassionate with your students.
- Dorms are still open - Students who are very worried about internet, who are homeless, who have no parents to go home to, if they believe that they are safer here, then they should stay here.
- Timeline for return: ISU will assess if we return (or need to extend) well before April 13th. ISU will reassess on April 3 or sooner (IU and Purdue will make decisions a week earlier than ISU will).

College of Arts and Sciences  
Special Chairs' Council  
Skype Discussion  
March 27, 2020

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Jake Jakaitis Olsen, Perrin, Rider, Selman, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent:

I. S/U Grading (possible)

- Students will have the option of changing from A - F grades to Satisfactory/Unsatisfactory (S/U) grades for the spring 2020 semester.
- All grade pre-requisites are still in place.
- Students will have from April 6<sup>th</sup> until May 1<sup>st</sup> (the Friday before Finals week) to make their decision.
- Direct advisors and students to the Provost's homepage on the Academic Affairs website for FAQs about S/U: <https://www.indstate.edu/academic-affairs>
- Students will be able to select which courses they would like to switch. All students should think carefully, and it is strongly encouraged that they talk with their advisor before making their final decision.
- The students just need to be very careful about how switching might affect secondary education majors, or any sequenced courses. Even though they can go back because psychologically, it is going to be a difference for them if they operate under an S/U assumption.
- Ballard commented that receiving a "U" doesn't have a negative impact GPA.
- Olsen noted that for med school applications, the governing body has determined they will accept S/P/F, but only if the university went to a blanket pass/fail designation, and ISU does not fall under that category. Ballard added that our own IU Med school is saying no to S/U, they must be grades.
- Olsen noted that the CCAS Listserv is showing that half of the schools are doing what we're doing. Some are letting students choose after final grades are posted, or as late as December of 20, so they could go back essentially 8 months for an S/U. S/U is just a one semester option for ISU.

Q/A

- How we are going to handle grade replacements, i.e. if a student failed a class in the fall, will an S in the spring be considered a grade replacement?
  - Olsen replied that we have always agreed that you have to stay with the letter grade, so an S in the spring will not supersede the failing grade in the fall.
- Is there any way of an administrative add of a class they just dropped?
  - Ballard said that he would be looking to the instructor to tell that the student made the switch recently, and that there wouldn't be any negative impact with them being added back in.
- How many times between April 6 and May 1<sup>st</sup> can they switch back and forth?
  - Olsen responded that a student could switch multiple times, but it is locked in on May 1<sup>st</sup>. Olsen noted that when faculty members go in to submit final grades, some will come up as S/U, and some will come up as A-F. He suggested, that for the rest of the semester, for faculty to grade as normal, don't do anything differently, because you won't know until May 1<sup>st</sup> who is doing S/U (unless the students tell you).
- Ballard shared he is under impression that not only will we not know ahead of time but must continue to apply A-F so that if someone mistakenly chose S/U we will know what their grade should be.

- Olsen said that he understood the process to be:
  1. Faculty always enter A-F and then ORR convert S/U.
  2. There needs to be a grade record, no matter what, so that the record of the grade earned will always be there.
  3. The gradebook in Bb is not going to be touched, those records will always be there.
- Olsen will put together and FAQ
- Ballard shared that the ADs are trying to put out a common communication that can go out to all of the advisees to address these kinds of issues.

## II. Summer schedule (Olsen):

- Any classes starting in May are going to shift to distance. The university is not anticipating any face to face in May, and is hoping for June or July.
- We could move some of the courses to a June start and hope that things are better
- Perrin asked if there is any stop date for Summer I and II. Olsen replied that Chemistry & Physics has their second round of labs finishing right before fall classes start. If we can't get enough time for grades to be processed, then we may have go with some incompletes.
- Kinne stated that the 8-week session doesn't start until June 4.
- Sheets asked if students will get charged additional distance fees if we make changes to summer delivery. Olsen responded that, as of yesterday, there will be no change the suffix code on any of those there is not an additional fee attached to the class. Olsen commented that theoretically, all of our courses are distance right now but we are not charging students for distance delivery.
- Olsen mentioned that Jason Trainer sent around a query about some experimental 8 week online class for our incoming freshman, to possibly start in middle to end of April. This would be online for students who have been admitted to ISU. The idea is that they would get a chance to become excited about coming to ISU in the fall. We are looking for courses that are engaging and interactive, not necessarily graded, but then if they enroll for the fall, they would get 3 credits. Send your ideas to Olsen.

## III. FT Staff working remotely:

- Send Olsen any full time staffers who are working remotely who may have some open time. There are some special projects going on campus. Chris will share the list with the rest of the chairs so if they need help with something they can refer to the list. Example: Glende said that Student Media has someone who has expertise in Adobe Creative Suite who might have time to help in that area. Please send the list of names to Olsen by the end of the weekend.
- Ballard stated that his staff has created a Bb site for every primary advisor and will pre-enroll all of your primary advisees in your site. Please notify him if secondary advisors need access to the site as well. Ballard will not email any of the student on the Bb site.
- Ballard added that his staff will be sending a list to each chair of the students in their department for priority registration who have not yet registered for the fall so that you can reach out to them to consider registering. The information will be in Excel so the data can be easily manipulated. The other thing is that we are looking at every student within 12 hours of graduating at the end of the spring semester (enrolled and earned), and if it equals 108 credits, we will go in and create a plan for those students in MySam putting those course in place. The plan will be inactive, and our people will reach out to the advisors for their review before it goes to the students.

IV. Miscellaneous discussion (Olsen):

- Olsen said Jamie asked him to remind chairpersons that we should still get P&T and FAD chairs set this spring which will make it easier for us in the fall.
- We have a regularly scheduled meeting next Tuesday.
- Deposits for NSO are still running ahead of next year. Certainly planning for a virtual NSO.
- Bassam. Initiate conversations about curriculum so you can perhaps be ready to put in changes in the fall.
- Olsen mentioned that the state pulled the cash funding for the Dreiser renovation. The renovation will go forward but it will debt-funded, so we have to take on the debt and the state will pay us back later.
- Olsen asked attendees if they prefer that we use the all college faculty listserv more often, or does it matter and they responded that it didn't matter.
- Hantzis stated that it would be helpful for the university to state "this audience included" when they are sending out blanket emails so we know who has or has not received the information.
- Olsen stated that as he understands it, students who could not work remotely would be eligible to come back, but so many things remain to be seen. We are getting to move Dreiser Hall and we have to have students on campus, there is just no way to do that move without it. Olsen will continue to ask for clarification on student wages.

Next Meeting: Tuesday, March 31, 2020

College of Arts and Sciences

Skype Discussion

March 31, 2020

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Olsen, Perrin, Rider, Selman, Seung, Sheets, Stofferahn, Woods, Yousif

Absent: Tucker

I. Approval of March 27, 2020 Minutes – Approved as submitted.

II. Announcements

- Olsen began with a general reminder of the usual spring deadlines coming up.
  - Keep moving forward on whatever curriculum changes you have and get them into Curriculog now for early action in the fall.
  - Please get your departmental committees slated and in place this spring so committees can be ready to move in the fall. Contact Bassam and Jamie with questions.
  - The Assessment cycle is on track. We still have about 300 syllabi left to collect from the departments, and Jamie has reached out to those departments.
  - The HLC review is still on for early September. Olsen is co-chair for Goal One.
  - Part time temporary faculty evaluations are due on April 10<sup>th</sup>. We're working on electronic signature for those forms.
- Olsen opened discussion about the 8-week COVID-19 session put forward by Jason Trainer with a possible start in mid-to-end April for incoming freshman. It is unclear credits will be tracked and assessed, or if it's just an exposure classes at ISU with no credits earned.
  - It seems that we already do this for Summer Honors. The earlier we know when they want to move with this, the sooner we can move forward with idea.
  - Another suggestion is to go back to Summer Honors for ideas they may have received for programs that weren't selected for previous summers to see if they will work for this program.
  - Some of the chairpersons felt that 8 weeks might be a little too long.
  - Possibly work with high school students to help deliver content.
  - Olsen commented that the program has potential going forward. It is partially for recruiting but also to engage students during the summer.
  - Israel: What about virtual classroom visits?
  - Olsen is meeting with PAC and will mention that the Admissions information doesn't have a link for virtual faculty visits.
- Olsen added that the College won the Caleb Mills and Dreiser Awards, but an official announcement has not gone out yet. Hall will email Chris MacDonald to ask about the formal announcements.
- Olsen shared the sad news that Bill Giffin passed away last week. Bill was 81, and had just retired in December of 2017 with almost 50 years of service to the History Department.

### III. CAS Honors Night (Chris F.)

- We are moving forward with printing the program and plan to mail a copy to the students so please forward your Outstanding Senior biographies to Nancy.
- Olsen would like for each department to create a 1-2 minutes video about their Outstanding Senior, and a congratulatory statement for their Latin Honors graduates. Something we can send to the students/parent/relatives.
- Fischer: Martin said that it could be really simple, someone can do it on their iPhone that can be translated to a YouTube college channel.

### IV. Biennial/Annual review proposal in the Senate (Bassam)

- The senate is still discussing the Biennial Review proposal because the changes are relatively significant involving chairs and dean's office.
- General discussion of the proposal from the chairpersons present was that the proposed changes are onerous and present a significant amount of work for the chairpersons.
- Sheets added that the proposal is currently tabled in FAC. He will share the concerns voiced from the CAS chairpersons to the Faculty Senate Executive Committee.

### V. Grading updates/discussion (Ballard)

- Ballard mentioned that April Hays felt that the change from A-F to S/U should happen after the grades are posted. Continue to grade A-F until the end of term and then both grades will be recorded and stored in the system so that if a student makes a mistake and wants to go back to the letter grade there will be a record of it.
- Remember an S grade is a D- or better. Pre-requisite letter grades stand, students should be advised that if they need a C or better in a major class, then they need to stay with a letter grade for that course
- Kruger asked if anything changes for faculty on the reporting side. Olsen responded that grades are all supposed to say A-F, and enter Blackboard grades as usual, so students know where they are in the course. At the end, it's supposed to be the same drop down menu and then all the changes will happen in ORR.
- Can students change Foundational Studies course to S/U? Olsen: Yes, any course they want, whether it's advisable or not.
- Ballard: There is no Foundational Studies category where there is anything better than a D- to complete the requirement so an S would meet the requirement. An example is Junior Composition with Eng 105, 107, 108 where an S is sufficient would also be sufficient for Eng 305.
- Olsen cautioned that the key for students in Foundational Studies is to be aware of course pre-requisites for major-specific courses, and that this is an area students need the most guidance from their professors and advisors.

VI. Your items for discussion

- Sheets: Any update on the work at home policy? Olsen: We have overlapping instructions from the federal, state and ISU. If faculty and staff have things then need for work left in their offices, they are ok to go to campus and pick what they need. We just don't want several hundred people on campus every day.
- Rider: IU has already announced no face-to-face courses this summer. Any ideas what we're doing? Olsen: We need to know soon because of sequenced courses, and that can only be taught face-to-face. If we can't offer something for the summer, then we need to look at adjustments to the fall schedules so hundreds of students don't fall a full year behind.
- Olsen mentioned that the university is planning for a virtual NSO. It's difficult to make decisions now on summer programs like NSO, SURE, and CRT, when they don't take place until June/July.
- Israel is currently teaching a Foundational Studies class where students are not showing up at all on Blackboard. She has asked the faculty to let her know if they are economics major or minor students. She is worried about those who are not going to drop when maybe they aren't capable (or willing) to do the online course. This might be the week they get completely lost or overwhelmed. Olsen said they talked about this in PAC. Encourage faculty to use Blackboard communications as much as possible so the students aren't overwhelmed by emails.
- Ballard said that the CAS Student Success Center is more than happy to reach the students, but it will be another email. The survey we went out to all 3,000 students asking them to share contact information with us and we received only 150 responses.
- Stofferahn said it would be great to hear if other departments what uplifting things they are doing that we can share. We're working with Martin about an idea of a departmental podcast, essentially have an alumni talk with graduating seniors as a way for them to have a voice.
- Perrin mentioned that he sent a series of emails to emeritus faculty and they've been remarkably interested about knowing what online ISU is all about. The emails gave him a different audience to speak with, and it he appreciated getting responses from experienced faculty who have different insights.
- In closing, Olsen stated that unless something comes up, we are back to our regularly scheduled Chairs' Council meetings.

Next Meeting: Tuesday, April 7, 2020

College of Arts and Sciences

Skype Discussion

April 7, 2020

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Olsen, Perrin, Rider, Selman, Seung, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Clark

I. Approval of March 31, 2020 Minutes – Tabled until April 21st

II. Announcements (Olsen)

- Thanks for getting back to me on the rates of engagement. The reports are generally quite encouraging that students are at least, if not possibly more, engaged than before.
- We will finish up with the calls to the students today and tomorrow. Many of you are making your own calls and Nancy Rogers' office is making the rest of the calls.
- No announcements yet on June or July classes on campus.
- Olsen said the president asked for input for content in her videos, and mentioned that the dean's asked for specific information about summer classes, NSO would be helpful.
- Olsen suggested that it would be a good idea to plan for backup instruction to cover classes. Stofferahn shared that this has brought some positive and unintended consequences with shared pedagogy.

III. CAS Honors Night (Chris F.)

- Please send a 2-3 minute video for your Outstanding Seniors to Nancy with a copy to Martin Collins.
- We are printing the program and will mail it the students who are recognized for honors.

IV. NSO – Virtual

- Ballard said that they are going forward with a two day orientation rather than a one day. We are allowed to produce content; video, Bb module, maybe even a short 2-3 video from each department or each program. Marketing wants us to work with them on the videos so it is a high production video. Again, this is the day before, or in this case, asynchronously before they register for classes.
- Chris Fischer is putting together an arts/careers site that will cover alumni mentors and he is working with the career center to include them on the site as well.
- Hantzis suggested using prerecorded messages clips of students on campus or we could do something with podcasts.
- Olsen commented that as we get closer to May, the next thing will be scheduling. There needs to be a synchronous session with the advisor for these students. Let's see if we can populate some schedules a head of time. We could do PowerPoints combined with short videos, but some of it will have to be live.
- Ballard mentioned that it is not possible to update the BB sites in real time, i.e. change of majors or advisors. The information we initially populated to the site was for their primary major and advisor. Faculty are welcome to add any students feel are necessary, but they should be aware that it won't happen automatically.



## V. Your Items for Discussion

- Israel asked if there is less of a financial aid issue by going to S/U rather than dropping. Olsen replied that S/U won't affect financial aid, but if they drop a class it works as it always has which does affect financial aid.
- Hantzis asked if the students should email their advisors about their decisions around S/U and then the advisors forward to the chairperson. She suggested that a Qualtrics form would be a more accurate and streamlined way of tracking. Ballard agreed with the Qualtrics idea as long as there is a requirement for consultation with the advisor.
- Olsen, as a reminder we are to record grades as usual and ORR will convert to S/U behind the scenes.
- Rider shared that for Foundational Studies classes with a significant writing component it would be helpful if faculty were more flexible than usual with their expectations on how the requirements are met.
- Summer classes:
  - Perrin shared that he has several instructors to teach on campus, but if summer goes online they won't teach. He is also concerned that people may be dodgy about coming to campus for classes, so they won't make anyway. We need some clear guidance on how to plan for summer.
  - Olsen stated that if there are summer classes that cannot be offered via distance, then now is the time to think about how to incorporate them into the fall semester. We need to avoid putting a large number of students a year behind because those classes weren't offered. An option might be to break the semester into sections; perhaps two 8-weeks or even three 5-week to help to keep students on track. We must keep in mind sequencing and prerequisite requirements for the fall.
- Olsen said that refunds for room and board are being processed but it taking some time to calculate the refunds on the different meal plans. If students have a balance the refund will go to pay that off and any remaining refund will go to the students in a check.
- Rider asked how are we approaching international students now since we don't usually allow international students to enroll in distance education. Is there any discussion about whether or not they can stay enrolled with the university while still going home? Olsen is going to bring this up at the next PAC meeting.
- Hantzis asked for clarification about submitting the lecturer reviews which are due on April 10<sup>th</sup>. Yousif responded that the files can be emailed in a zip file to Myla Woods with a copy to him.

Next Meeting: Tuesday, April 21, 2020

College of Arts and Sciences

Skype Discussion

April 14, 2020

Present: Ballard, Berchild, Brown, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Olsen, Perrin, Rider, Selman, Seung, Sheets, Stofferahn, Yousif

Absent: Clark, Tucker, Woods,

I. Approval of March 31, 2020 Minutes – Tabled until April 21st

II. Announcements (Olsen)

- We have about half of the Outstanding Senior videos. Please get the videos to Nancy in as soon as possible so we can make the website live.
- Olsen asked the chairpersons how the calls to their students have been going. They responded that the calls have been very well received. The students were glad that we reached out. There were a couple of instances where students reported issues and we were able to address the situation.
- Chris stated that there has been very few drops, however one sad case last night of a student whose father passed from the virus, so she is going to drop one, possibly two classes.
- Selman noted that more students than they knew had been relying on the books from the library.
- Olsen suggested that it would be a good idea to plan for backup instruction to cover classes. Stofferahn shared the history department has backups in place and that doing so has brought some positive and unintended consequences with shared pedagogy.

III. NSO – Virtual

- Olsen stated that plans for a virtual NSO are moving forward but the details are still being ironed out. He will share a more formalized plan as soon as the details are available.
- Olsen stated that opportunity for the 4-week “introductory” course is going out to all newly admitted students, not just those registered for NSO
- Olsen announced that for Commencement, the president will make her talk, and there will be a “live” version of sorts, but what that will look like is still unclear. He isn’t sure yet, what might be the official participation for faculty and deans.

IV. Your Items for Discussion

- The deans have a meeting with the provost this morning so Olsen will ask about summer schedules and the messaging to the students.
- Kinne asked if most departments have updated their schedules. Ballard replied that some have, but he will follow up with ORR. Olsen added that we don’t want to create all new CRNs. Ballard said they have been saying something about a type 9, still leaving regular section number, but change the type to hybrid instead of true distance. Olsen added that the distance fees are not supposed to be charged, he will check to be sure.
- Rider stated that for courses designed to be online the faculty are prepped for that, but not so much for summer courses coming over to online. She is not going to ask faculty to redesign a summer class, but to handle them as they have these with spring classes. Rider noted that there is big difference between a dedicated online course and what we are doing now with spring classes coming online.
- Hantzis is concerned that some students will feel it is unfair that they have to learn a new method for course delivery, while others who do online already will feel it is unfair that they have to pay a distance fee and others do not.

- Perrin asked if others have been converting to 301 already because he has left his as 101. Most of the chairpersons said they have also left theirs at 101.
- Inlow shared the text of an email that she got from Beth Tomlinson yesterday when she asked about distance fees and conversion to online: There should be communication going out to students as none of the codes are being changed with the exception of the session code which will show an “x” with a description of Moved Online by Exception.
- Stofferahn shared link about the Cares Act: <https://www.acenet.edu/Policy-Advocacy/Pages/HEA-ED/CARES-Act-Higher-Education-Relief-Fund.aspx>
- Olsen mentioned that we were told that ISU will receive about 10 million from the CARES act. He said that the formula is weighted fairly heavy towards institutions with Pell eligible students but how that is distributed remains to be seen.
- Olsen doesn't know about summer fall registration yet. He added that as of last week the fall deposits and registration for NSO were right at the benchmarks.
- Olsen will talk with Greg Bierly about Summer honors. There will be a limited number of summer honors courses. Hantzis asked Chris to have Honors update their website to address online delivery, and no requirement for lodging.
- Olsen thanked the groups from CAS who responded Academic Affairs request for a 4-5 week class for incoming freshmen. Not for the first time, CAS is the only college that responded in any meaningful way. He is sorry that we couldn't include all of the proposals that were put forward, but he made his recommendations based on the proposals that seemed to be the most interdisciplinary because of the work load and the amount people involved would spread the work across more departments in the college.
  - One is on COVID-19, very interdisciplinary.
  - The other is a climate change course that is slated to start on May 4<sup>th</sup>.
- Olsen said that he hasn't heard any updates about hiring freeze.
- Stofferahn asked if there was going to be a coordinated news release about the university awards and Olsen responded that the provost was going to make an announcement.
- Olsen requested for the chairpersons to instruct their faculty continue to enter final letter grades because the record of the letter grade still needs to be there, and the conversion to S/U will be done behind the scenes in ORR.

Next Meeting: Tuesday, April 21, 2020

College of Arts and Sciences

Skype Discussion

April 21, 2020

Present: Ballard, Berchild, Brown, Bergbower, Scott Buchanan, Stan Buchanan Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Olsen, Perrin, Rider, Selman, Seung, Sheets, Stofferahn, Woods, Yousif

Absent: Clark, Tucker

I. Approval of March 31, 2020 and April 7, 2020 Minutes – Tabled.

II. Announcements (Olsen)

- Olsen reminded the chairpersons that Nancy Rogers's curricular survey is due on May 29<sup>th</sup>.
- Olsen requested that the chairpersons review draft argument for HLC Charge #1. Susan Powers will take charge the HLC proposal on May 1<sup>st</sup> to put the final touches on the document.

III. Marketing Survey

- Olsen commented that the marketing survey shared by Bo Turner is not for publication. Basically, it is a collection of stories from departments that will be shared with Admissions, Greg Goode, Mark Alecia, the legislature, and parents. Please review your section between now and Friday and let Olsen know if you have changes and he will get your feedback to the marketing folks.
- Olsen stated that it is time to begin thinking about updating departmental brochures because some of the brochures are extremely outdated.

IV. Final Exams

- Olsen asked the chairpersons to remind faculty that even though we are not in the traditional setting for final exams that the usual processes are to be followed. Allow for the traditional 2-hour window for the exams. If faculty want to give me flexibility in the time frame to allow for possible Wi-Fi and connectivity issues that is fine, but they must know how to reset an exam in Blackboard.
- Olsen encouraged the chairpersons to have a conversation with faculty ahead of exams, because students will probably assume they are all open note and open book. Faculty should be very explicit with their students of what their expectations are during the exam.
- Dennis there is a part of Blackboard, Respondus (a LockDown Browser and Monitor prevent students from accessing any screen other than the test and allows them to record themselves as they are taking online tests so that instructors can later view the webcam recording.) Kinne noted that it needs a lock down browser and a webcam or it won't work.
- Sheets commented that he doesn't allow notes, but they're allowed to have index cards and he has them show the cards.
- Israel is worried that students might think that if they are going S/U that they don't have to a final exam. Olsen agreed that this is a valid concern and recommended that we all, chairpersons, faculty and advisors have conversations with our students that there is still an expectation to complete their final exams whether they are going S/U or not.

V. Budget and AY '21

- Olsen shared a brief update about AY '21, with the caveat that that he didn't have much information yet. Not surprisingly, the state appropriations will be adjusted in some way. Please choose your words carefully when you share with the faculty.
- We are planning for fall to be in person, but again, with everything going on that might change.
- The fall deposits are a little behind the usual goal and pace.

- The instructor reappointments are on hold for now, and the provost thinks mid-May is when he will have better information to make final decisions. The instructor question is a big one for us all, we're not there yet, but it's fair to have that conversation.
- Stofferahn asked about planning for courses with PT faculty while everything is still uncertain. Olsen replied that we will be working on various scenarios for the next several weeks. Perhaps upper level classes can be shifted, so you can use your regular faculty another way.
- Olsen has not heard about retirement incentives, and the general counsel's interpretation is that it is illegal to inquire because we cannot target specific groups of people.
- Olsen said that Sabbaticals are possibly going to be delayed but there is no official word. He added that CAS and HHS are the only two colleges with sabbaticals this year.
- NSO: Students involved in NSO will be preregistered for a least 3 classes.
- GA's: if you have a signed offers, they will be honored but if unaccepted GA offers could be on the table. Cavanaugh asked if that means we offer GA's until we hear otherwise to which Olsen replied that departments should offer them and get them signed ASAP; spend the GA money.
- The senate survey went out with a wide range of survey about how to deal with the budget. Some discussion around a temporary increase in class loads. Olsen suggested that the chairpersons take a few minutes to complete the Faculty Senate survey.
- Olsen observed that nobody has been through a semester like this before, everything is so fluid. A lot of what we will do depends on the funding from the state and federal governments. We just need to plan for as many scenarios as possible (even if they end up not being used) we must be ready to move forward.

#### VI. Your Items for Discussion

- Hantzis asked if the chairpersons will receive a list of majors/minors who have not yet registered for the summer/fall because it would be helpful if we could reach out to them. Ballard responded that the first list of those students will be coming out next Monday.
- Olsen understands the frustration about not yet having a decision date about the fall semester. We have talked in PAC that the worst scenario would be to come back in August and have to send everyone back out in September, nightmare scenario. Olsen added that IU is debating starting in November and running back-to-back semesters through June 2021. Again, everything is so fluid.
- Hantzis suggested that as chairs with multiple sections, we might want to do interdepartmental transfers even this early to make sure we're filling one section as a time because it might be easier than hiding sections.
- Stofferahn asked the chairpersons what their thoughts are on how to handle this kind of conversation with faculty. How do we balance all of this so all of these decisions are made with a shared governance in the department level? Olsen felt that it is a conversation to have now because it could be that tenure/tenure track faculty end up teaching classes they've never taught in the fall.
- Olsen reported that the provost and president are unilaterally opposed to sweeping carry forward funds. Olsen commented that departments should have more carry forward than in years past because we haven't been travelling and paying some students for a while now. Equipment budgets will be limited to emergency needs.
- Olsen asked the chairpersons to start to think about prioritizing classes, especially if freshman numbers are a way down. Keep in mind the courses that we teach for other units that are critical for us in many ways because they also serve our own majors, and not just Foundational Studies, because this applies across the board in every college. Reach out to departments you deal with on a regular basis and make sure that those courses are planned carefully.

Next Meeting: Tuesday, April 21, 2020

College of Arts and Sciences  
Council of Chairpersons - Skype Discussion  
May 26, 2020

Present: Ballard, Berchild, Brown, Bergbower, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Olsen, Perrin, Rider, Selman, Seung, Sheets, Stofferahn, Woods, Yousif

Absent: Clark, Tucker

I. Approval of May 12, 2020 Minutes: Approved as submitted with one abstention.

II. Announcements (Olsen):

- The Community engagement curriculum inventory is due on Friday, May 29<sup>th</sup>.
- Olsen mentioned to the chairpersons to get their marketing surveys to Bo Turner by Friday, May 29<sup>th</sup>. As a reminder, it is a collection of stories from and about the departments that will be shared with Admissions, Greg Goode, Mark Alecia, the legislature, and parents.
- Olsen received a request for a small, climate controlled storage space for some ceramic pieces. This is a short term need, approximately 6 months, for an exhibit for the Swope. Selman replied that Biology should have some room. Scott Buchanan also has some room on the 4<sup>th</sup> floors.

III. Back-to-school updates (Olsen):

- The process for graduate students to return to campus is in its final review. Greg Bierly is now the new CIO. Hoping this should be acquired away this week.
- Campus is in its next phase (as of today), following the governor's guidelines.
- Should faculty feel they need to be on campus for teaching or research they can do that.
- Today is also the opening for staff to return to campus if they chose to do so. A good majority will return on July 6<sup>th</sup>. If staff feel they can't come back on July 6<sup>th</sup>, then they need to speak with HR.
- Buildings, will remain locked for some time.
- Plexiglas will be installed, but not surprisingly, delivery is running behind.
- Perrin shared his concern, hallways, stairwells, bathrooms. Olsen agreed and added that high touch surfaces are a priority as are shared bathrooms. The logistics of cleaning and trying to regulate surfaces is intimidating.
- Stofferahn asked what faculty input is on the return to campus. Olsen replied that the best avenue is for faculty to reach out to their Faculty Senate reps.
- Olsen continues to share faculty and staff concerns with the Provost.

IV. Fall schedule and planning (Olsen):

- The university is considering more hybrid courses, and keeping the same schedule of classes. Maybe meeting face-to-face with half or 1/3 of the class at a time. We're still not doing a mass move to online but the hybrid planning will go a long way in preparation, should we end up going that way.
- An immediate request from Linda Maule is that we make sure her advisors are aware of what we are planning on doing right now, understanding that there may be changes after NSO.
- Olsen said that we need to be especially aware of any changes around Foundational Studies for freshman so we can have time to inform advisors before they meet with students.
- Olsen asked for the chairpersons to let him know if any plans have changed for Foundational Studies courses within the next day or two. Send him a short description of what the faculty envision for courses x, y, z, and if by "hybrid" you mean half is in person, or 1/3 in person. There is no way to keep track of all of the details for every course.

- Olsen mentioned that there is no procedure, yet, for faculty return. He feels like the university isn't going to say everything must be face-to-face, but it also is not going to be a case of delivering everything online, it will be something in between. Try to reassure people that there will be a way to show that some faculty should not be on campus because of underlying health concerns. Olsen anticipates that there will be FMLA claims if we don't allow for some flexibility for on-campus teaching.
- Israel asked if we can we go to .301 and still keep the synchronous timing? Olsen said that it might be similar to what we did for spring. Obviously the prohibition on freshman taking classes via distance is going to be out the window for the fall. The reality is that we are going to have students who have only 2-3 classes in person this fall.
- Selman said that her faculty voted their core course are imperative to be taught face-to-face, which eliminates some of the more at risk faculty from teaching core courses. How am I to cover those course? Olsen responded that that if the faculty decided that a certain class has to be taught face-to-face then that is pedagogical decision. If that is the feeling of the department, then it's up to the department to find a way to cover the classes.
- Olsen said that he forwarded the suggestions for the OICC course to Molly and she is going to put a sort of "boot camp" format on Blackboard for faculty who need to have online courses in the fall. There may be an expectation that they take the OICC course. Israel shared her concerns about a "mandate" for faculty.
- Perrin said that one of the things they are considering in his department is to have their experienced faculty do training sessions within the department. Their advice will be more specific and relatable to the faculty by keeping the training in-house.
- Hantzis agreed that we must be respectful of colleagues who do not want to be on campus right now, but also, we must not have someone teaching an online course without some sort of guidance.
- Sheets asked if there was additional conversation going on about using larger spaces to handle the larger classes on campus. Olsen said that there is discussion, especially since moving the larger classes to larger spaces, will allow the smaller classes to have room to spread out in the spaces the vacated by the larger courses.
- Olsen mentioned that there is some discussion about not coming back to campus after Thanksgiving break, so finals and study week would be handled via distance. We would stop meeting in person but would continue on our current schedule. So, how many of you feel like you have programs or courses that it is impossible to finish via distance? Perhaps there is a culminating experience or something like that which will not work if we have final exams via distance.
  - Rider replied that most of us we have already experienced those things in the spring semester.
  - Kinne mentioned that some finals would need to happen before the break.
  - Scott Buchanan added that he could make adjustments to juried performances and things like that. It would affect the Madrigal Dinner for sure and would take some adjusting, but we should be able to do it as long as we adhere to the required number of teaching hours.
  - Olsen stated that Vigo County hasn't made a specific announcement, other than saying they plan to be back for the fall. The ending at Thanksgiving seems to be the easiest way to go in terms of planning and from the medical point of view.
- Olsen noted one registration issue is that if chairpersons are thinking of significant changes to the capacity of a class to please let him know ASAP.
- Kruger asked if OIT could help faculty record and/or live stream presentations for those students not in the classroom. Kruger added that if we get additional support to record all of the lectures, we need to be sure they're accessible, we need to make sure we have transcripts available for our hearing impaired students. Olsen felt that there would be some sort of capability for synchronous delivery of lectures by fall, but the resources will not be unlimited. He suggested that recording to play later might be the better route to go.

- Israel commented that even if we don't go with a hybrid, and go with ½ or 1/3 in attendance, we need to have some way to enforce that students don't come to class when they are sick. Faculty need to relax attendance policies. Stofferahn, as far as students go, will they be able to demand an alternative delivery if they are not at all comfortable with being on campus and in class. Olsen felt that was a good point because if we are giving that opportunity to faculty and staff, then we must also give the same to the students. We have been getting calls from parents and student about how we are handling the safety of the students. What if they test positive, or get sick, or have to self-quarantine, or have family members who are ill and they need to go home.
- Israel asked if the university had a consistent plan for testing for students, staff and faculty. Olsen responded that, at the moment, the plan is the Daily Health Assessment survey which is four basic questions that are to be completed by everyone coming to campus. He has not heard of a specific plan to test everyone on a regular basis.
- Hantzis remarked that there will be students who will not come to campus because they are concerned. Olsen feels that a hybrid plan is the best route to plan for now because it addresses the concerns of students about either an all online format, or an all face-to-face format. Understandably, there are courses that really need to be face-to-face but all we can do right now is to plan as best as we can with the information we have, and know that it still might change.
- Rider encouraged the chairpersons to remember that while we can't control all of this, we are 50% or more of the chairs on campus and we control a lot ourselves. We are having the conversations that need to be had, and are coming up with solutions that no doubt others will follow.

V. Your Items for Discussion

- See above 😊

Next Scheduled Meeting: Tuesday, June, 9, 2020



College of Arts and Sciences  
Council of Chairpersons - Skype Discussion

June 9, 2020

Present: Ballard, Berchild, Brown, Bergbower, Scott Buchanan, Stan Buchanan, Cavanaugh, Fischer, Glende, Hall, Hantzis, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Olsen, Perrin, Rider, Selman, Seung, Sheets, Stofferahn, Woods, Yousif

Absent: Clark, Tucker

- I. Approval of May 26<sup>th</sup> Minutes – Approved as submitted.
- II. Announcements (Olsen):
  - A reminder that the Community engagement inventory was due a week ago.
  - Registrations for NSO are a little below 1700 and for the College it's around 650.
  - Writing Center: Ellie Rippey has moved to the library to a different position. We have some help to get us through the summer. If you have questions at the Writing Center, please email Chris.
  - Fischer, the assessment report forms from Kelly Woods Johnson aren't due until October 15<sup>th</sup>. If it is helpful, we can pull all of the data for the student success portion by department and send them to you. This year, the career readiness is more of an update of what you do, what you plan on doing, what worked. Email Chris Fischer if you want that data.
- III. Alumni Mentors “refresh” for 2020-2021
  - We have a backlog of amazing mentors, Chris Fischer has found many of them through LinkedIn. They have already been useful for events on campus and networking nights and we hope to do some virtual events in the fall. The mentoring grant that the university received a couple of years ago is now being overseen by Aaron Slocum, who wants to use the mentors a little more deliberately for different events on campus. Please email Chris Fischer if there are changes or updates.
- IV. Fall back-to-campus updates/questions (Olsen)
  - Olsen has asked for Academic Affairs to agree on CDC templates and print the signs. He hopes to get an update about this Thursday at PAC.
  - How to handle inside spaces that don't allow distancing, I think we need signs that say “masks are required in this area”. At the very minimum, every building needs to have a sign at the entrance that say “masks are required for entry.”
  - Israel shared that they will be taking out some of the chairs in classrooms to help us to meet the social distance requirements. Olsen said that Facilities are probably going to tape them off because we don't have room to store the removed desks.
  - Olsen said that for labs, they are looking at removing or covering every other station.
- V. Fall schedule & budget updates/questions
  - Olsen stated that to help determine the teaching format (and pedagogy) that ORR is asking for a room request for every section for two reasons:
    - One: to accurately represent how we are teaching each class. Moving from a face-to-face to a hybrid is obvious, but we still need to have a record of that for HLC.
    - Two: To utilize the largest rooms on campus for the courses that make the most sense which will then allow us to move the next tier of large classes into those rooms that were vacated to the largest spaces on campus.

- Olsen said that Dennis and Jaimie are going to repopulate the form with each section, and time is repopulated, so all the chairpersons need to fill in is what has changed, and if they want to request a new room for the class.
- Olsen commented that there is a meeting scheduled of all deans, ORR, and Susan Powers. We are going to look at how best we can use the larger classrooms, and also the non-traditional spaces. Tilson is off limits but the University Hall Theater will be available some of the time, as will the Magna Carta Room. The centralized aspect of the spreadsheet is to try to be as efficient as possible as we juggle classes and classrooms. It is a quick turn around, but we need this report completed by this Friday.
- Cavanaugh asked if the process for at risk faculty to return to campus has been determined. Olsen replied that it is a topic on the agenda for another meeting today.
- Hantzis noted that we are using the word “hybrid” very loosely as defined by HLC. Because what we were really doing is supplementing face-to-face with online tools. Olsen agreed that what we are doing is offering more options rather than hybrid. Hantzis would like some guidance.
- Olsen asked the chairpersons NOT to start to move things online yet.
- Stofferahn felt that until there is specific policy that addresses faculty invoking going online that it will be difficult for us to complete a spreadsheet hinges on that information. Olsen replied that he wasn’t sure how the policy will shake out entirely, but he felt that it may not be as flexible as we hoped.
- Olsen reported that FCTE has put together online “boot camp” for faculty to take advantage of for online instruction, especially those who haven’t taught online before and added that we all have to be more prepared than we were this last spring when COVID-19 hit.
- Hantzis asked how we handle instances when faculty manage online instruction in an appropriate manner. Brown replied that she will address this topic in her remarks at Faculty Senate this afternoon.
- Kruger asked what tools we have available to measure whether or not someone is able to teach online before we have them teaching online. Perrin is hesitant to get too excited until we get information about who is, or is not allowed to teach online based on their petitions.
- Olsen reminded everyone that going into the semester that attendance could be sporadic. Be flexible. Students are going to get sick, and their family members are going to get sick, and they’re going to have to go home or they might need to self-isolate, things are going to happen. An in-person or a hybrid class might need to become an online course for these students for a couple of weeks.
- Thanksgiving break is on the schedule. If you need to have a course meet after Thanksgiving, you can make that request. We have some flexibility for culminating projects ahead of Thanksgiving, but then keep in mind, that something else needs to happen after Thanksgiving. We cannot have de-facto 14 week courses.
- Olsen confirmed that final exam should go on as scheduled.

#### Fall Scheduling and budget:

- Olsen reported that there is no news from the state. All of the big units have been asked to prepare for cuts of 5-10%, but it could be deeper than that. The Federal CARES money seems unlikely to offset the budget reduction.
- We are below 1700 enrolled at this point, pre-COVID was a goal of 2050. Returning students are up, and graduate students and retention are up. The level of uncertainty is affecting the fall, obviously, it’s very hard to compare this year to any other year.

- Olsen said that Ballard is going to circulate a FTE and enrollment spreadsheet. We have to look at low enrolled courses and close, combine or reassign them this week. The freshmen class is smaller. Major classes, sophomore and above are at 8, 10, 12, we need to probably close, combine and reassign faculty. We need to look at fully enrolled sections assigned to instructors right now. Olsen acknowledged that it is getting late to make major changes, but we're going to have to do that to be as productive for the fall.
- Olsen asked the Provost if we can make priority decisions on instructors and the answer was, no. The university is not reappointing any instructors at this point.
- Olsen suggested that as we make schedule changes to look at tenure and non-tenure track teachers who can teach something else. A worst case scenario is changing student schedules which will have long term issues (retention, graduation). The biggest problem is that we still don't know what the numbers are and what the parameter of a possible budget cut will look like. Obviously, if we're looking at a 10-15% cut then that will be something else.
- Cavanaugh asked if Graduate Assistantships are on the cutting table to which Olsen responded that if they are open and have not been offered then yes, they are fair game. All Graduate Assistantships that have been offered and accepted will be honored.

Next Scheduled Meeting: Tuesday, June, 23, 2020

College of Arts and Sciences  
Council of Chairpersons - Skype Discussion

June 23, 2020

Present: Ballard, Berchild, Brown, Bergbower, Scott Buchanan, Stan Buchanan, Fischer, Hall, Hantzis, Hill, Inlow, Israel, Kinne, Kruger, Latimer, Olsen, Rider, Selman, Seung, Sheets, Stofferahn, Woods, Yousif

Absent: Cavanaugh, Clark, Glende, Perrin, Tucker

- I. Approval of June 9th Minutes – Approved as amended.
- II. Announcements (Olsen):
  - No firm update on the budget, but things are beginning to take shape from the State.
  - Olsen asked for chairpersons to make sure he has a way to get in touch with them for the next two-three weeks in case he needs to reach them about fall scheduling.
  - Olsen took a moment to thank Darlene, Donna, and Stan for their leadership in their departments, and added that being a chairperson is often the least appreciated, and has the most direct impact on both faculty and students. Welcome, to Shana, Matt, and Bill as they step into their new roles.
  - Israel mentioned that the JUNETEENTH program on Friday was a fabulous program and she appreciated that many of the speakers brought in the curricular side.
- III. Fall request to work remotely (Olsen)
  - Katie Butwin emailed the deans about faculty returning. ISU is allowing request for workplace modification when households have a person with medical risk.
  - Olsen reminded the chairpersons to ask their faculty and staff not to disclose any personal medical information as they make their requests.
  - If you know of someone meeting the criteria, and you have an idea of how you want to handle it, it's ok to start to make a plan. We can't make changes yet, we're waiting for HR. Olsen will contact chairpersons as the requests come in. He's hoping for a 24 hour turnaround from HR.
  - Deadline is July 1<sup>st</sup>. If you have a general sense of who might be applying, please let me know.
  - We are waiting for the K-12 decisions as well, which will affect faculty and staff decisions as well. Paid FMLA for K-12 is available that is covered by FMLA. If it comes to that, that is a separate process from HR and goes through Staff Benefits.
  - Jim Jenson got in touch with me about air handling, that all HVAC systems bring in outside air and they will not be turned off, filters are of the highest quality and are changed frequently.
  - Hantzis asked if faculty can make their request now. Olsen said that now is the time.
  - The range of flexibility for scheduling is shrinking. NSO is over, classes are mostly populated.
  - Olsen commented that staff are returning to campus on July 6<sup>th</sup>. If they want to work remotely after July 6<sup>th</sup>, they must submit a staff accommodation form to Human Resources.
  - Olsen said that we need to maintain face-to-face as much as we can, whether that be a traditional class, hybrid, or something else that might be more creative to maintain contact with students and keeps students on a regular schedule.

#### IV. Fall schedule (Olsen)

- Enrollment is down a bit overall. We must continue to review your small classes (graduate seminars, etc.), they might need to be reassigned or counted outside of “regular” teaching load. Please also review the major classes.
- ORR will soon begin to drop students from classes who didn’t attend NSO.
- It will be difficult to balance budget restrictions with possibly needing to break into smaller classes, and finding people to teach more sections. It will be difficult (and not beneficial) to rearrange 500 students’ schedules.
- Right now the largest part of FTFTF enrollment is in CAS, and another increase in percentage from last year. As a college, we are about 2.5 % under our budget at the moment, based on projections for the year.
- Questions/Discussion:
  - Israel would like for Dennis to again provide the list of students who haven’t registered. It might be helpful for us to reach out to them to reassure them that it isn’t going to be all distance. Olsen agreed that another update of returning and eligible majors who have not registered was a good idea.

#### V. Fall teaching spaces & room requests (Olsen)

- Olsen reported that the request for non-teaching spaces went to Academic Affairs on Friday. He hopes to hear soon about the usage of University Hall and the Magna Carta Room.
- Please continue to work on the spreadsheet on teaching modality. The deadline is July 2<sup>nd</sup> to get that in. Olsen understands that it’s difficult to complete the form with so much of the personnel still up in the air.
- Olsen explained that a synchronous class expects students to meet during a regularly scheduled class time and that attendance. Olsen will count a class as asynchronous if the class isn’t at the regular class time.
- Olsen continues to submit microphones and Plexiglas requests. Plexiglas orders are, not surprisingly, back-ordered. He noted the labs as the highest priority because of traffic and cleaning needs, and added that we can be creative for office spaces if need-be.
- Olsen stated that any classes near room capacity will just have to be a hybrid class.
- Faculty can use blackboard to describe how the format of their classes will be for the fall. Olsen, we’re trying to avoid a blanket impression that we’re going all distance classes, but if inquiries come in from students, there is no reason not to respond to them.
- Olsen is reluctant, right now, to have declarative statements come out just because more changes are almost certainly to come. Repeated changes/announcements to students will cause more confusion and harm than good.

#### VI. Your items for discussion:

- Olsen on equipment needed for distance classes: We should order what we need, within reason, and Academic Affairs will identify funds to help us pay for required equipment to teach online.
- Hantzis mentioned that lighting kits run around \$50, green screens kits may not be needed by all. How do you want us to submit?
- Israel shared some concerns about contact tracing issues. For any kind of reasonable contact tracing, we need to know who was in a room so we know how/if to track, maybe use a seating chart so we know who they are near. Also, not all clinics are able to give free tests. Olsen replied that he hasn’t heard of any plans or been involved in any discussions around this topic.
- Olsen reminded everyone of the importance for the faculty to regularly contact their students. We can’t let there be weeks in between reaching out.

Next Scheduled Meeting: Tuesday, July 7, 2020