

College of Arts and Sciences
Council of Chairpersons - Skype Discussion
July 7, 2020

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

Absent: Clark, Stofferahn, Tucker

- I. Approval of June 23, 2020 Minutes – Approved as submitted with three abstentions.
- II. Announcements (Olsen):
 - Olsen extended an official welcome to Matt, Jen, and William in their new roles as chairpersons.
 - COVID Health Check, please allow staff 30 minutes a week to do the survey, if they want to leave at 4:24 to offset that time, that is ok.
 - Olsen said that we are doing our best to approve all of the sabbaticals. The exception will be if there was travel involved with the sabbatical; those need to be postponed.
 - There is Building Coordinator meeting tomorrow at 3:30 to discuss sanitization and social distancing.
 - Staff and faculty should be able to set their own limits in their personal space. If they feel they want masks worn in their space, they can put up a sign. We need to respect everyone's personal space as much as we can.
 - Ballard reported that the information numbers for the Fall Welcome will be out by Thursday. The Welcome is Monday, August 17th from 3:15-5:15. Our intention this year is to have the College portion be a Zoom presentation to all of the individual locations. He is going to send out a spreadsheet with the total number of new students. Please let him know where you think you'll be doing that session, 3:15-5:15.
 - Yousif reminded the chairpersons that the deadline to apply for an extension for tenure is July 17th.
 - Brown mentioned that the provost has said that they can rescind it later, so if they expect there is anything at all, they should apply and can withdraw it without penalty if they find they don't need it.
 - Kruger, asked if this opportunity would be extended to new faculty? Olsen was not sure, but will find out.
 - Olsen said that all of the 3-6 years Instructors are going forward today.
 - Olsen mentioned that the interviews for the Executive Director of Extended Learning are in progress.
- III. 2020-2021 program for social justice
 - Olsen would like a small working group to help organize 3-4 small programs throughout this year. There are a range of issues we can address, but mainly focusing on racism. Our students are certainly moving forward and History and AFRI are already planning events.
 - Olsen suggested that we focus on academic forums that involve research and expertise
 - Please e-mail Olsen with names for the group by Monday, July 13th.
- IV. Fall return-to-campus & schedule updates/discussion (Olsen)
 - Plexiglas is on backorder so it will be some time before it is installed. Please do what you can to think of another solution.

- Olsen mentioned that work accommodation requests for fall are slow coming in and asked the chairpersons to remind faculty that we absolutely have to do this. There are a range of accommodations, but online is the last resort, especially for freshman. If we must do online, it must be synchronous because at least that gives the students a regularly scheduled time.
 - Israel asked what if we have a faculty member who is ok with doing a hybrid, or a face-to-face delivery, but with smaller groups but is worried about how things might change. What kind of agreement do you want to have right now? Does it need to be worded a certain way so they can reserve the right to change. Olsen responded that some have already submitted requests with wording something like “based on medical advice” and they have filed the appropriate paper work with HR. Olsen added that if the situation changes and a revised request for a different accommodation is submitted then we will review it at that time.
- Lisa Spence and Yancy Phillips will be in touch about modality. They only real concern is in the category of hybrid synchronous (hybrid online) because that is the one that straddles two traditional ways we teach classes, it is face-to-face but also online.
- Olsen said that we are focusing on room requests for larger classes (100 or more) in spaces such as University Hall, HH 102 and 103 for now. Once classes have been shifted into those bigger spaces, it will free up some of the other rooms for us to shift into.
- Olsen added that the room capacity decisions is staying at 50%. Remember, this is max room capacity, that doesn’t mean that everyone has to be there, some can be a hybrid format.
- Inlow asked about hybrid online synchronous. She is on the task force headed up by Molly Hare and next week they are going to be doing some teaching simulations to test synchronous situations with students in classroom, and some by remote who are watching by Zoom.
 - Sheets mentioned that he had a class that was not listed as hybrid synchronous because he was hoping to get a bigger room and found out that is not the case. How do I get it on the list? Olsen said to send that information to him.
 - Olsen added that if faculty don’t want to change rooms, but want to change to hybrid synchronous that should be fine. A hybrid online designation is the most time sensitive arrangement because it changes the fee structures for the students. As of this morning, if a course is changed to a strictly online class because of a faculty accommodation, students are still going to be assessed a distance fee. We are pushing back on this, because we that is not fair to the students.
 - Fee assessments go out on July 24th, so students will get their bills then. ORR is working on a program that will automatically convert a class to online, once we submit the courses and they have the CRN. To avoid confusion, we are trying to make sure that students get just one email that announces any changes to their courses. The goal is to make room changes, whether a class is moving online, and any schedule changes within the next two weeks so ORR can make changes and students will be notified by August 1st.
 - Israel asked if we submit the changes to ORR or to him. Olsen responded that it should all come to the dean’s office. ORR is holding everything until they get the OK from the Deans’ Offices.
- Olsen said that if undergraduate student workers or graduate students are needed, we can help provide some money for that. In terms of what S& E, we don’t know yet what, if any reductions will be coming to student wages.
- Olsen reported that we continue to lag in registrations. The general consensus seems to be that some of the students may not come back because of finances, and especially so as related to COVID. Olsen asked the chairpersons to notify him if they are seeing a high percentage of financial indecision, please let me know.

V. Your items for discussion

- Please see above.

Next Scheduled Meeting: Tuesday, July 14, 2020

College of Arts and Sciences
Council of Chairpersons - Skype Discussion
August 4, 2020

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

Absent: Clark, Tucker

I. Approval of Minutes – July 7 and July 23

II. Announcements (Olsen)

- The Academic Affairs retreat is this Thursday and Olsen expects there will be several updates.
- Kevin Bolinsky will once again serve as chair of the College-Wide Promotion and Tenure Committee. The newest member to the committee is Melanie D'Amico, (Humanities and Fine Arts), in place of Kathy Lee, who is now interim chair of Multidisciplinary Studies.
- Olsen reminded the chairpersons that the staff evaluations were due on July 31st, so please make sure those are completed.

III. Faculty review schedule and updates (Bassam)

- Yousif stated that there were no significant changes to the Promotion and Tenure evaluation cycle. The second years are the first group to review, and their materials are due on September 1st. The sixth years follow on October 2nd, and lastly are the third, fourth, and fifth years are on November 3rd. If there are instructors in their 6th year going forward for promotion, they are scheduled with the sixth years for promotion and tenure. If they haven't applied for promotion and tenure they will go in with the 3rd, 4th, and 5th years.
- Inlow made reference to the Faculty Performance Evaluation document recently approved by Faculty Senate on 4.16.20, which states that each department needs to update the criteria and process to evaluate their faculty.
- Israel asked if there was some kind of department level annual report that will be pulling from FAD. Olsen replied that people should still keep FAD current, and that the syllabi must be entered every semester. He added that we no longer need the summary of faculty activity, but the annual reports are very helpful.
- Yousif asked for the chairpersons to remind faculty that once they have submitted their reports on FAD that they cannot be updated.
- Stofferahn asked if departments were under any strict time line obligation to have the faculty review when the departments need to have their new guidelines. Olsen will check to be sure.
- Stofferahn asked what departments can do for associate professor whose progress in promotion has been adversely affected by COVID.
- As Faculty Senate chair, Brown stated that unlike with tenure where there is a specific timeline (six years and that's it), that isn't the case for associate professors. She will certainly bring up the issue but was unsure what might be done since there isn't a clock to stop, or to delay. She added that if someone should hold applicants for full responsible for any dead space in someone's dossier against them because their research or publications were put on hold because of COVID-19, then shame on them.
- Olsen added that applying for full is still applying for full, and that there should not be an expectation of lowered requirements at the college level.

- Stofferahn: One suggestion is some kind of collegial letter from chair for professional files for assistant or associate attesting to the great lengths people have gone in this situation to fulfill their teaching duties. Israel agreed that a letter was a good idea.

IV. Fall classes, communication with students (Olsen)

- Last week, the college sent out a letter to all of our returning students, (Linda Maule has communicated with freshman), instructing them to check their schedules. The hybrid is not showing on their student portal schedules but it is showing on the dynamic schedule only. Fischer has been looking up schedules for students who have called with questions.
- Olsen suggested that now is certainly the time for faculty to reach out to students if they are set in the room they will be teaching in, and if they know what they are doing with hybrid. If, however, faculty are still waiting on room change, or on what they're doing they need to hold off until arrangements are confirmed.
- Israel asked for a copy of the college letter to be forwarded to the chairpersons. Olsen will forward our letter and ask Linda to forward hers.
- Stofferahn wondered if it might be helpful for the dean's office to draft template language to add some coherence among the department correspondence with students. Olsen will put a short paragraph together that emphasizes, 1.) From Thanksgiving break to after Christmas, everything will be online, but they must stay engaged. 2.) Provide a general definition of what hybrid means in that it still meeting face to face but not every period. 3.) Provide a general definition of what online synchronous means, and that is that class is still meeting at a specific day and time. Those things for sure need to be reinforced across the college.
- Sheets shared that he has faculty approaching teaching in a lot of ways because some classes are too large to find rooms. Some are doing half in class, half in Zoom, some are doing everything online and just having class for discussion. Others are taking volunteers from class who want to stay online and not come to class. Olsen said that all of those scenarios still fall under "hybrid" so they don't need to have new sections.
- Olsen commented that there is no practical difference between a student choosing not to come to campus and faculty taking volunteers who want to stay home. We accommodate students in the umbrella of a hybrid class who want to be online. We do not want to create separate sections.
- Stofferahn asked if we are required to make an accommodation if a student becomes ill and can't come to class, but can still do classes online. Olsen said not to ask for a doctor's note but to direct them to Student Affairs who will vet student petitions and contact faculty regarding accommodations.
- Buchanan asked how to track a student in class if they are positive. Olsen responded that is why Student Affairs is requiring seating charts so they will have an easier time with contacting and tracing.
- Israel shared that some of her faculty members are really diligent about spacing in classrooms. The classrooms are being marked off with x's on the chairs but it has really nothing to do with 6' spacing. Olsen responded that as always, faculty members can configure the classroom how they like, and if it takes a minute or two out of the class time to do that, and it makes everyone feel more comfortable, then do that... as long as it's safe.
- Buchanan asked about the format for the Fall Welcome Orientation on Monday, August 17th.
 - Ballard reported that rooms have been identified for every department. There has been some requests about doing this virtually. For those needing to order food, please make sure that it is individually wrapped and single serving, no buffet lines. For the 3:15-5:15 time slot, the first 20 minutes will be from the college and then the rest of the time is for the department. Ballard added that we're all going to have to be flexible and understand that COVID will definitely affect the numbers and quite possibly the format.

V. Fall events, including Homecoming (Olsen)

- Homecoming activities have been cancelled. Don't stop reaching out to our students, try to keep reaching out with online formats. For homecoming we could consider a college wide event, we could help with department events. We can't just stop reaching out to our alumni and our students.
- Olsen reported the cancellation of the \$500 across-the-board raises.

VI. Your items for discussion.

- N/A

Next Meeting: Tuesday, September 1

College of Arts and Sciences
Council of Chairpersons - Zoom Discussion
September 15, 2020

Present: Ballard, Berchild, Brown, Bergbower, Scott Buchanan, Cavanaugh, Fischer, Glende, Hall, Inlow, Israel, Latimer, Lee, Mitchell, Olsen, Perrin, Rider, Seung, Sheets, Stofferahn, Woods,

Absent: Clark, Kinne, Tucker, Yousif

I. Approval of Minutes – July 7, July 23, and August 24 – Approved with two abstentions.

II. Announcements (Olsen)

- Olsen reported that the carry forward balances were taking longer this year because of adjustments needed to balance the budget. Two categories that will be swept are unspent student wages and search money.
- Ballard said that they are still allowing enrollment in 12-week courses through Thursday of this week. We're carefully watching capacity to make sure we don't go over. At this point, if you have someone you think needs a class, send them our way.
- Fischer shared a few reminders and announcements:
 - o We are a month out for assessment reports due for this year. The Career Readiness section should cover what have you have done and what you are you doing. Please the reports to Fischer by October 15th.
 - o The library has a suite of study rooms available for students who need to take a remotely proctored GRE, including the subjects test. The library staff has asked for the department to sign off that the student is using the space for the GRE and not a study carrel. GRE is providing the proctoring, and verifying that the students are alone in the room and with only approved items and adhering to approved GRE guidelines.

III. Alumni updates and LinkedIn (Fischer)

- The college has been working on outreach projects with alums over the past few years. One of those has been the alumni survey. We plan to tweak the survey every year so that we can continue to engage alumni, even if they have responded to a previous survey.
- We have been building the CAS LinkedIn account and we are up to about 4500 alums linked to the account which allows us to push out information about the college. If you have students doing professional events, conferences, or if you're hosting events, including virtual, let us know.
- One downside about LinkedIn is that it doesn't allow a batch invites only individual invitations to participants (a bit cumbersome), but there are definitely benefits to a personal invitation.
- Some alums don't update their information with Advancement, but they will keep their LinkedIn accounts updated.
- It's nice to be able to respond with a congratulations to our alums who post they have a new job. Sometimes they will respond with great information about how CAS prepared them for their position(s).
- Please send LinkedIn questions to Chris Fischer.
- Israel asked about the survey the university sent to graduates and if that was helpful for our alumni data, particularly updated emails. Fischer responded that the survey came through the Career Center so he wasn't aware of the results.

IV. Fall 2021 online initiatives (Olsen)

- Olsen reported that Dr. Trainer is looking at certificates and degrees for online and transfer students. The certificates could be credentialed and approved at the state as quickly as 4-6 weeks at the state level, as long as they are based in an existing major.
- Nationally, the numbers for transfer students are down and the transfer market is essentially online in the US these days.
- Olsen said that if we are looking at fall 2021, the hope is that it would be courses on the new LMS. Remember we have until August 2022 to transition away from Blackboard. Ideally, we would get the new certificates on the new LMS for the Fall, 2021. There would be intensive support for faculty with the Distance Learning designers.

- Olsen added that part of a broader effort for the certificate is the idea is that it would lead to a completion degree that is different than what we have now. We have general studies, which is geared to students already here at ISU, and then the ACE degree in technology, (probably not a long term leadership degree) with 500 students. Ideally certificates could be stacked and housed in a lot of different places that would eventually lead to a degree.
- Contact Olsen with questions. The timeline is short and certificates must go through our curriculum process so get it in Curriculog within the next few weeks.

V. Spring 2021 schedule planning

- Olsen suggested that if chairpersons start finding rooms now for faculty they know want to be on campus and not a hybrid.
- Provost Licari is making the recommendation that faculty and staff who wish to remain on accommodation be allowed to renew it for the spring, and those who missed the deadline request for the fall be allowed to make a request for the spring.
- Rider asked if there was any indication that the university will change the spring schedule in terms of eliminating spring break. Olsen said that some have suggested extending spring break by a week and remaining remote, but nothing formal has been decided.
- Stofferahn asked about a potential survey for student's preference for delivery. Olsen hadn't heard much discussion of that as an idea.
 - o Sheets mentioned SAC doing a survey.
 - o Olsen felt that part of the reluctance is the timing because things change the previous survey results might not be useful.
 - o Brown felt that such a survey should be generated by Student Affairs and SGA. She added that Kinne surveyed the computer science students and the results were equally split between online, face-to-face, and another those who had no preference.
 - o Fischer mentioned that if the language isn't clear enough, the students may take what they are putting down as a promise of getting what they want, rather than just an indication of their preference.
- Israel revisited room scheduling saying that the only rooms we can schedule now are those that we "own," and asked how to proceed with ORR. Olsen responded that the classroom scheduling group meets tomorrow morning so maybe we will have better information after that meeting.
- Olsen asked Ballard what he thought about having a plan to offer two-three classes in the 12-week format as part of the regular faculty load instead of trying to find someone can cover an overload. Ballard said that we have to be careful not to reduce the number of seats at the beginning of the semester.
- Olsen commented that it was the president's decision whether or not we roll over the fall configurations to the spring. Ideally all of those should be done by the 1st or second week of October.
- Olsen stated that for freshman heavy classes, synchronous are better; however, there may be courses where asynchronous would work as well. He would rather see those decisions be pedagogically based.
- Olsen provided an update on the college-sponsored social justice programming for later this fall. We are considering the topic of redlining, as an example of institutional racism that people don't talk about as much. We will continue thinking into the spring on other topics and then move into a career readiness approach, meaning that one of the things we should be doing is teaching our students to understand what systemic and social justice means, at least in a general way.

VI. Your items for discussion.

- On September 24th, Brian Jose (LLL) will present part two of his series of "Black Language Matters", in Dede I at 6:30 p.m.

Next Meeting: Tuesday, September 29

College of Arts and Sciences
Council of Chairpersons - Zoom Discussion
September 29, 2020

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Hall, Inlow, Israel, Lee, Mitchell, Olsen, Perrin, Rider, Sheets, Stofferahn, Yousif, Woods

Absent: Clark, Kinne, Latimer, Seung, Tucker

I. Approval of Minutes – August 24, 2020 – approved as submitted

II. Announcements (Olsen)

- Interim grades are due today.
- Bassam reminded chairpersons that faculty qualify for sabbatical after 12 semesters of FT service. Time that faculty spend working in dean's offices, or academic affairs counts towards sabbatical requirements.
- Fischer: Exploratory Studies students, those will go to the chairs. Our office has generated a list for the last few semesters for Foundational Studies exploratory classes to let instructors talk about a minor or another major with their students. Make sure to understand why a student might be listed as exploratory, because some are classified that way because their chosen major didn't work out, others might be truly open to a new major.

III. FS proposals, re. UDIE and HIP category (Ann R.)

- Rider said that all courses currently in the UDIE category will remain unless departments choose to remove them. Next year, all of the classes will be reviewed.
- There is a proposal for a new category, HIP (high impact practice) courses, and particularly applied courses. Many students receive a waiver instead of a credit for taking a second UDIE course and that waiver is no longer available.
- First submit an intent to submit what courses are being considered for HIP so that Ann can talk with chairpersons about the courses chosen and if there are any concerns. Consider submitting a proposal when a course is being used as a major capstone course that also has some good applied experiences. The key is that the HIP course must be a 300 or 400 level course. High Impact Practices have profound impact on the students, and allow them opportunities to professionalize and to show that they can apply what they have learned.
- We are not making determinations about the number of credit hours. We want to leave as much leeway because some of the applied experiences are up to 9 credit hours.
- Israel asked how HIP impacts our distance students. Her department doesn't offer a distance major but does offer distance courses. Rider felt that programs that are distance programs will want to address HIP themselves because they are uniquely prepared to address the needs of the students in distance courses.

IV. Websites, Social Media, TVs (Chris F. Martin C.)

- Collins said that social media isn't something that just happens, it needs to be monitored so that questions and activity aren't missed. Focus on things that you think that students want to see, you can focus on current students, or alumni. FB and Twitter posts only to people who are following you so if you don't use it, consider deleting it. Consider having a backup in the department to make sure the account stays in the department and isn't lost when someone leaves. Use the # to tag events, stories, etc. The college uses #IndstateCAS Hashtags don't count on the character count in Tweets.
- Fischer reported that we've been working on a library for the CAS landing page where we can post articles. Martin has made sure that each of the articles has the ability to be tagged so that people can

search the library and easily find the articles. Collins could, on your homepage, have a feed out of that library tied to whatever key term you wanted from that library. For now send items that you want posted to Fischer and he will get it processed and tagged to show up on your feed. We will not post obituaries, we haven't done faculty publication because we didn't want to overwhelm the site. Fischer has Google alerts set up to try to generate leads on material, but if you know information for faculty or students, please send the information to Fischer.

- Olsen added that we are still working on TV feeds and there are multiple coordination efforts there that are required.

V. Spring schedule discussion (Olsen)

- The room scheduling task force is meeting again on Thursday morning.
- The spring accommodation requests are due on Friday. Olsen said that any faculty member who doesn't want to teach a hybrid should be included on these requests for large rooms.
- Israel mentioned a faculty member's concerns about teaching when masks are no longer required. She would like for us to be able to assure them that no matter what the governor says, that masks are still required on campus through the semester. Brown said that the administration already agreed that masks be required for the fall semester so she doesn't believe that will change when the governor makes his changes.
- Olsen reported that we are still not allowed to use Tilson for the larger class.
- The plan at the moment is for in person commencement in December and in May. So far, they are going to spread people out with more ceremonies.

VI. Your items for discussion.

- Olsen said that the current plan for Commencement is in-person for December and in May. They anticipate holding more ceremonies to help spread people out.
- Berchild announced that theater is putting on its first production of the season via live streaming. Tickets are available on the website for \$5. This is a complete experiment in pandemic theater. 7:30 on Thursday through Saturday, and 3pm on Sunday.
- Alden announced that Fran's exhibition is open until October 2nd. There is a piece for every one of her 45 year career.
- Israel shared that travel process for virtual conferences, registration for virtual conferences can be paid without going through the whole travel process. Olsen mentioned that if there are fees for virtual conferences to please let the dean's office know because we do have some money to help.
- Olsen closed by announcing that the carry forward balances should have come through, and for the most part there doesn't seem to be any major surprises. The allocations for Student Wages received this year will not be swept.

Next Meeting: Tuesday, October 13, 2020

College of Arts and Sciences
Council of Chairpersons - Zoom Discussion
October 13, 2020

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Hall, Inlow, Israel, Latimer, Lee, Mitchell, Olsen, Perrin, Rider, Sheets, Stofferahn, Yousif, Woods

Absent: Clark, Kinne, Seung, Tucker

I. Approval of Minutes – September 29, 2020 – approved as submitted.

II. Announcements (Olsen)

- Please send Nancy the most current guidelines for P&T. Let us know if there is someone coming up under a previous set of guidelines.
- November 17 from 7:00-8:30 is our fall event for the College's social justice working group. The topic is "Race, Real Estate and Redlining in the U.S.: A Panel Discussion of Systemic Racism."
- Bassam reminded everyone that faculty evaluations are due on November 13. Please use the fillable form that Myla forwarded last Thursday and send the form to Yousif (copy to Myla). Please send multiple forms in a .zip file all in one piece. For PT faculty who you know for sure are teaching in the spring go ahead and put them in the ATS.
- Rob Perrin announced that he retiring at the end of this semester. He has been at ISU since 1981, and has been serving as chairperson for English for 14 years. Best wishes, Rob!

III. Advising (Ballard)

- Ballard said that there aren't any updates for the Lilly grant, but more information will come later.
- We are seeing errors that are causing problems with students graduating. What can we do to help you and your advisors? Examples of what we are seeing:
 - Advisors shouldn't advise students to wait to take Finance 108 until it's offered again; the course will no longer be offered and such advice can cause real issues (especially if students need Math 015 or 035 as pre-reqs for current QLM offerings). Students not having the 120 credit hours required for graduation. Sometimes the students what to make this the advisor's fault, but our student bear a responsibility to be aware of their requirements. Ballard cannot waive credit hours, nor can Susan Powers or Mike Licari. The 120 credits are firm and are required by our accreditation.
 - Transfer students who are seniors and in their next or next-to-last semester, and still haven't completed freshman or junior comp., or a UDIE, or speech communication.
- Rider cautioned that the UDIE prerequisite and junior composition proposal has yet to make its way through CAAC so it has not been approved. Ballard added that the proposal would make a change to UDIE category and will have a prerequisite for junior composition and have the same impact to advising as QL, meaning that it could be a two semester hit for students if they leave the UDIE for the final semester.
- Ballard said that there is some confusion around the functionality of MySam. The top of the screen shows the student having earned credit for what they are currently enrolled in, so if an advisor looks at that and then adds to it what they are currently enrolled in that semester, they are over-counting credit hours. MySam is designed to show the courses they are currently taking and the requirements they have already have fulfilled. There is a box at the top to uncheck and refresh to see what their hours look like without current enrollment.

- How can we make the spring meetings better?
 - Let's try to make sure the advisors are educating the students about what to look for on MySam.
 - Cavanaugh suggested recording advising sessions.
- Ballard announced that his office will be putting out a call in November for chairpersons to begin thinking about a time for the spring meetings. He asked if it would be helpful to put together a meeting with the chairpersons, curriculum chairs (or a subgroup) to look at student maps and templates for the fall. The chairpersons agreed that a meeting would be helpful.
- Israel suggested sending out a mock Foundational Studies degree map and then departments can plug courses in around that. Ballard agreed that would be helpful since the changes to Foundational Studies potentially having impact on the sequences for the major.
- Olsen said that some additional issues in Foundational Studies courses may be an unintended consequence of faculty advisors relying solely on the UC advisors, but there is still a lot of knowledge that needs to be with the college advisors. We also need to keep in mind that if there is still a preference for advising remain in-house and primarily done by faculty, then we must do our very best with our advising to ensure it stays with the departments.

IV. Interim grades follow-up (Olsen)

- We always want faculty to follow up with students on interim grades once they are reported. There is pretty good evidence that interim grades are measurably lower than they have been historically, and the current situation with COVID certainly has something to do with that. It is doubly important for faculty to follow up with all students on what the grades mean (and go back to advisors) before the students leave at Thanksgiving.
- Israel asked if there was renewed discussion about using S/U grading as we did in the spring, to which Olsen replied he had not yet heard any discussion of S/U.
- Ballard noted that for sophomores and above in a CAS major, a little over 4,000 records of students were given a C- or below, 969 individual students received a C- or below in comparison to last fall's numbers, that is a 3% increase in the amount of interim F grades given. The rest were comparable, but the numbers of Fs and NX grades were both up. Ballard suggested that faculty might want to take some time to formally reach out to students who received an NX to let them know exactly what it means for them. He received a call from a student who received an NX and was afraid that meant they were thrown out of their major.

V. Spring schedule discussion (Olsen)

- If faculty had an accommodation for the fall and are renewing it for the spring that is fine. If there are any changes to the existing accommodation or there is a new accommodation request, then those must go through the chairperson and then to the dean and together, they will make sure the accommodation will work for the department schedules.
- Students will be charged a distance fee beginning the spring semester, even if the distance course is due to an accommodation.
- If there are PT lectures you know are asking for accommodation, or remaining on accommodation then go ahead and send those though requests forward so we can get the scheduling taken care of.

V. Your items for discussion.

- Israel commented that she is pleased to see that there is now a-symptomatic testing is available on campus and wondered if there might be a way to do an academic endeavor with our students, to educate them with the importance of random testing. Brown replied that those requests need to go to the president, as she is the one making the decision.
- Rider and Brown regarding the biennial evaluation revisions.
 - The deadline for revisions to the college is December 11th.
 - Brown recently learned that we are doing the regular biennial review next fall, so she felt the deadline of December 11th is in place so that people would be prepare in the spring, and then ready to go in the fall.
- Olsen felt it would be better if the university got a statement from the provost and jointly signed by Brown in her role as FS chair. There needs to be clarification about what is happening in fall of 2021 and a clearer guidelines for the fall of 2022. Brown agreed, and has made the suggestion to the provost requesting that something be sent out to help clarify the processes.
- Olsen reported Beth Tomlinson has emailed with an update for classrooms, and he share the email with the chairpersons.

Next Meeting: Tuesday, October 27, 2020

College of Arts and Sciences
Council of Chairpersons - Zoom Discussion
October 27, 2020

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Hall, Inlow, Israel, Latimer, Lee, Mitchell, Olsen, Perrin, Rider, Sheets, Stofferahn, Seung, Tucker Yousif, Woods

Absent: Clark, Kinne

- I. Approval of Minutes – October 13, 2020 – Approved as submitted.
- II. Announcements (Olsen)
 - Please ask faculty to follow up with interim grades.
 - Ballard said there were a greater number of Fs submitted than a year ago fall.
 - Olsen reported that student group travel is cancelled for spring, while internships are still allowed, and some faculty conference travel is allowed. He will clarify about student travel to conferences.
- III. Spring 2021 schedules (Ballard and Olsen)
 - Ballard said that we have been asked to zero out some sections, if there is the ability to do that.
 - Olsen commented that the enrollment numbers for spring 2021 is TBD so we don't yet know what our freshmen numbers look like.
 - Israel asked if it made sense to move distance classes scheduled for the fall to an 8-week, and if so, will the preference be for a first 8-week or a second 8-week? Olsen will check with the other deans to see what their thoughts are.
 - Olsen stated that we are not doing a 12-week as a strategy for the spring.
- IV. AY 2022 schedules and updates
 - Olsen asked the chairpersons to plan on smaller numbers in enrollment for the spring and to continue to schedule conservatively.
 - Discussion:
 - Latimer shared that an instructor, at the end of a three year contract, hoped that it would be renewed and assumed it would transition to a one year contract. Olsen and Brown replied that they had not heard from the provost about anything changing in terms of instructors.
 - Olsen shared that there is some discussion about year-round scheduling, perhaps incorporating summer as another semester into faculty work load. Not everyone can teach in 8-week chunks so it is now limited to programs primarily outside our college, or maybe just a few in our college, that are workable in that time frame. If they are undergraduate, we will need to think about in relation to Foundational Studies.
 - Olsen said that faculty searches remain uncertain for now.

V. FS, social justice proposal (Rider)

- Rider reminded the chairpersons that there was an open forum scheduled for this Thursday at 3:30 on the subject of the social justice proposal.
- The Social Justice proposal is for a FS category, not a specific course proposal, it doesn't have a prefix. The confusion seems to be that the category is proposed as a single course. By adding a category, unless we add 3 hours to foundational studies, we must eliminate a category. There is a couple of options proposed for eliminating one of the existing categories.
- Rider referred the chairpersons to the white paper to become more familiar with the process and the background the proposal.
- Members of Black Faculty and Staff Caucus and student Unity group met with the president and the cabinet and had some substantive discussions about their concerns. One item that came from it was that the Foundational Studies program, in particular to address systemic racism and oppression in our curriculum. This has been endorsed by the president and the provost.
- Rider shared that during the discussions the ad-hoc committee became convinced that a single course, rather than an array of courses, would address concerns and give us some opportunities to give our students a foundation. We don't have a proposal that has every step enumerated because we know there is a lot more to be done.
- The UC Council voted 12-2 to approve four categories:
 - Distinct category
 - The learning objectives
 - The concept of a single course
 - A sample syllabus
- Another considerations was if a separate category was approved, how are we going to fit that into the Foundational Studies program because we really don't want to add 3 credit hours to the program. Some options might be:
 - Add a new category with 3 credit hours added for every students.
 - Say this category will replace another category.
 - We won't cancel current courses, but will move them to another category.
- Perrin hoped that UCC will continue to let everyone know how deliberative and process oriented the process has been and encouraged the committee to let people know how broadly representative UCC is. Perrin added that, for him, this all remains abstract until he can see it laid out and so the model syllabus will be helpful.
- Perrin asked how many sections we would need to float each semester and Rider thought perhaps 20 sections per semester if spread across three semesters. The enrollment would be enrollment of around 40.
- If the course is laid out in a department and the department faculty has a strong input on the course then we will have to revisit the sample syllabus.
- The next step is to decide where the course resides.
- Remember the process for this (and other proposals) is Academic Affairs, CAAC, Faculty Senate Exec., and Faculty Senate and then to the BOT.
- Rider concluded by stating that this will be a difficult course to teach and will need to be led by experienced educators.

V. Your items for Discussion

- There is some concern with the fluidity of COVID numbers that people who don't currently have a spring accommodation request might feel that they will need to submit one as the spring semester approaches. Olsen said that he doesn't know if requests will be extended at this time.
- Fischer announce that the college is hosting a virtual brown bag on Wednesday, October 28th at noon on the topic of Engaged Scholars and Community Engagement. Panelists include: Scott Sterling (LLL) will be talking about his work with the immigrant community at Oaktown; Eric Glendening (CHPH) and Cody Hanson (LLL) will speak on their work with Timmy Global Health.
- Buchanan announced that music is putting on the 54th Contemporary Music Festival on Thursday, October 29th with the Indianapolis Chamber Orchestra. This will be a virtual event with fifty people in the audience and other rooms used for over flow.

Next Meeting: November 10, 2020

College of Arts and Sciences
Council of Chairpersons - Zoom Discussion
November 10, 2020

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Hall, Inlow, Israel, Kopaczewski, Latimer, Lee, Mitchell, Olsen, Perrin, Rider, Sheets, Stofferahn, Yousif,

Absent: Clark, Kinne, Seung, Tucker, Woods

Guests: Jeremiah Turner and Tom Gray (Advancement)
Tom London (Extended Learning)

I. Foundation updates, introduction of Tom Gray

- Olsen welcomed Tom Gray as the CAS Development Director and noted that Tom is an ISU Alum.
- Tom said that yesterday was his and that he is excited to be on the team.
- Olsen mentioned that he and Chris Fischer would like to get an earlier start with Give to Blue Day, particularly since we will return to campus a week later this January. We will once again target study abroad, undergraduate research, and post-grad education.
- Jerimiah reported that the first meeting with the campaign cabinet is this week which will move us into the leadership phase where we will secure leadership gifts from those closest to the university.

II. Extended Learning, Tim London

- Olsen welcomed Tim London, the new Executive Director of Extended Learning. He will be working with us on some of our undergraduate and graduate level distance programs. Olsen added that an undergraduate Computer Science certificate and graduate degrees were recently approved at the state.
- London said that distance education is changing all of the time. His office is considering moving some programs to an 8-week format so they are more accessible for transfer students and non-traditional students. Olsen added that the goal is to get some programs in the fall 21 through the transition, but most of us will be doing it between the 21-22 academic year.
- London mentioned an external marketing database named Burning Glass, which will help us to better identify who is out there and who is interested in what we offer. We also have College Challenge, which is dual credit for HS students.
- London encouraged the chairpersons to let them know if anyone has ideas for something they would like to do in the near future and encouraged them to contact his office, the earlier is better for our instructional designers.
- Israel asked for some more information about the external database, and if College Challenge was something we are going to try to expand upon.
 - Burning Glass is limited to 10 licenses. If there is a program you're thinking about let him know and we can run some numbers. For example it looks at national (and maybe international) data, and can target county by county within the state, show us numbers for online verses F2F, and also skills and curriculum within the program. All of this information gives us an idea about what is in demand with employers, and also what salaries are out there.
 - College Challenge is currently headed up by Jill Blunt. The program is currently around 700 students and we want it to keep growing. The teachers need to achieve a certain level of experience in order to teach in College Challenge.
- London added that he considering short courses that can be offered for credit or non-credit. He feels these courses are incredibly important in terms of people needing specific skills as their jobs change. The big push in that area is around interdisciplinary offerings and he would like to see something in communications and also across colleges.

- Israel shared that last spring, because of the pandemic, we offered two interdisciplinary courses for students admitted for fall 2020, one on Covid 19 and one on climate change. There were some great things about working with interdisciplinary teams. Has there been any thought about doing this on any kind of ongoing basis? London liked the idea and felt that we need to build an infrastructure to facilitate future programming.
- Olsen added that CAS is willing to do the interdisciplinary courses again, with a series of ongoing topics that could be rotated once or twice a year for admitted freshman. We have many interested faculty in the college.

III. Approval of October 27, 2020 Minutes – Approved as submitted

IV. Announcements (Olsen)

- The spring schedule should be relatively set in terms of rooms and modalities. Most of our room requests were able to be accommodated for F2F, but there were a few who had to move times.
- The spring numbers still look relatively weak so we may need to make some last minute decisions to combine and potentially cancel some sections, so please keep an eye on enrollments.
- There is no student group travel for the spring and (unofficially) through the summer. Students may still go to clinical placements, student teaching, and internships.
- Please continue to request funding to support virtual conferences.
- The university will remain open after Thanksgiving so student workers can still be employed and work in labs and studios. We must make sure that we don't ask students who don't live on campus to stay and work.
- An external review firm is reviewing our athletic department and some of you may receive an invitation to be interviewed.
- The fall brown bag discussion is set for a webinar on November 17th at 7:00 pm on the topic of "Race, Real Estate and Redlining in the U.S.: A Panel Discussion of Systemic Racism."

V. Your items for Discussion

- Berchild announced the live-streamed opening of Work of Art: Four New Plays Featuring original plays by ISU Student Playwrights. Go to the theater department website for additional details, tickets are free. Olsen said that the new ticketing system works great! Berchild the new system is a partner of ticketmasters and we were able to integrate it with the university's Ticketmaster.
- Israel shared that it is possible for student workers who have COVID to apply for emergency sick leave under the CARES Act and goes through HR.
- Olsen reported that VCSC has will be remote through December 7th so chairpersons should anticipate accommodation requests from faculty and staff.
- Stofferahn asked the other chairpersons if they knew of resources for best practices for student retention. Olsen said that we did a full court press with as much contact with students as possible through advisors and chairpersons following up with majors who haven't registered. Keep track of all of your returning majors. Perrin added that departments know their students best, and what works best with the subjects that are taught in the department.
- Ballard noted that the information that comes out from the College will be fairly generic but we can break our lists down by the department, and by advisors to help departments to personalize communications to their students.

Next Meeting: November 24, 2020

College of Arts and Sciences
Council of Chairpersons - Zoom Discussion
December 8, 2020

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Olsen, Perrin, Seung, Sheets, Stofferahn, Tucker, Woods, Yousif
Absent: Clark, Rider

- I. Approval of November 10, 2020 minutes – Approved as submitted.
- II. Announcements
 - Olsen reminder everyone to send their Give to Blue Day ideas to him and to Tom Gray.
- III. Spring 2021 registration, schedule, teaching modalities
 - Degree Seeking Enrolled Students. Percentage of students not enrolled is higher than it was a year ago. Additionally, financial holds for freshman are higher than usual as well.
 - The hybrid classes haven't been quite as successful as we hoped so look at ways to adjust the schedule in the spring for some smaller classes F2F in a room that can handle 50%.
 - The main complaint has been from hybrid, synchronous zoom at the same time.
 - Ballard asked if the non-registered students' list have they been helpful. Perrin responded that his advisors especially appreciate them. Latimer asked if there was a way for students to email the success center rather than come in F2F. Ballard, we are filtering out everyone who has applied to graduate in December. Ballard reminded chairpersons be sensitive with the information they share with advisors and admins. He is going to ask ORR to lift restrictions on online seats still reserved, and asked the chairpersons to reach out to him with their questions.
- IV. Fall 2021 (and beyond) recruiting
 - Olsen shared fall 20-21 spreadsheet that showed students who didn't enroll with ISU. It was interesting that CAS is competing against R1 institutions, stiff competition, where another college on campus has a #2 of Ivy Tech.
 - The spreadsheets let us see their high schools and where they are admitted, but we need them to enroll.
 - Israel asked if there was a way for us to contact students who have enrolled in a 2-year college and Olsen said that the rules about contacting students from other institutions have relaxed so he did feel that it would be okay. Enrollment Management/Admissions does this on a university basis.
 - There are just fewer students coming out of high schools to enroll in colleges. Fall of 17 we had about 13,000 students and this fall is it about 10,800.
 - Olsen encouraged the chairpersons to anticipate that the instructional budget will be less than last year and to keep that in mind as they are schedule classes.
- V. Budgets
 - Olsen mentioned for the chairpersons to make their requests for one-time money and equipment.
 - The state cut 5.5 million from our base allocation, and it has not given any indication of whether that is the case again for next year.
- VI. Your items for discussion
 - Olsen thanked Rob Perrin for his many years of leadership in the Department of English. A round of virtual applause ensued! Thank you, Rob!
 - Olsen hasn't heard anything about Residential Life and the spring housing contracts.

College of Arts and Sciences
Council of Chairpersons - Zoom Discussion
January 12, 2021

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Olsen, Perrin, Rider, Seung, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Clark

- I. Approval of Minutes – December 8, 2020 – Approved, with three abstentions.
- II. Announcements (Olsen)
 - Olsen mentioned that sabbaticals came up at the PAC meeting last week. It's early in the process but there is going to be strong opposition to many sabbaticals next year particularly for full professors or anyone who has had one previously will be considered even more closely. Rider noted that the chairpersons need to know ASAP to have time to adjust schedules if need be.
 - Olsen asked the chairperson to remind faculty that there are no changes to course modality right now, keep them as they are currently listed.
- III. Spring '21: enrollments; budget, including searches and equipment
 - Olsen reported that the spring the head count is down 16%. FTE are down about 17%. We, as a college are down more than the other colleges, most likely because of the large graduating class in May. We are waiting to see if it's a COVID recession.
 - Olsen anticipates that it will be difficult to argue for any searches.
 - Bassam shared that he has heard from chairpersons regarding equipment requests and carry forward balances. He cautioned about carrying large carry forward balances and encouraged the chairpersons not to hesitate to take care of their departmental needs.
- IV. Summer '21: schedule; budget (Olsen)
 - The revised summer budget is due to Academic Affairs within a week.
 - If we can cut some funds from the summer then that will help us next year.
 - We talked, in Dean's Council, about limiting faculty to one section. We're going to have some high cost courses, and again, we try to monitor how those courses roll out. Two courses that are entirely different are one thing, but two sections of the same course are another.

- V. Fall '21 class: yield efforts/events
- There is some optimism that we could have larger admission numbers this fall than last. We have now gone past the fall 2019 numbers and don't have the numbers for fall 2021 yet. Now to get them enrolled.
 - Fischer reported that the College is working with Admissions to host Zoom events for admitted students and their parents. We hope to have something in March and April.
 - Olsen said that the student feedback on the freshman Climate Change and COVID-19 classes offered last semester was positive. The College will again host the two 6-week freshman courses starting on March 2nd.
 - Cavanaugh asked if there was some good information to help tip the scales for enrollment in programs; obviously that will look different for each department. Olsen said to try to target message as to why it's better to come here as opposed to the competitor. The data from past years (circulated before Christmas) as to where students in your majors enroll other than ISU should be helpful. Israel suggested having our students involved in the calls to help them feel more connected. Olsen agreed that involving students is a great idea.
 - Rider shared that she received an email from Admissions about a student interested in our department and they provided contact information so we could connect. In previous years this happened at the last minute, if at all, so it seemed like a positive change.
- VI. Interim provost/interim dean timeline and QA
- Olsen announced that his start date for Interim Provost is officially March 1st.
 - His goal is to have the interim dean settled by February 1st so that there can be some overlap.
 - Olsen said that he and the Provost are meeting weekly to help ensure as seamless a transition as possible. As far as searches and budgets, those items are moving slowly until we have a better idea about the funding from the state.
- VII. Your items for discussion
- Israel suggested a checklist for departments to use when new lecturers come on board to better help departments bring them on board.
 - Yousif shared that course fees are due in Academic Affairs by September 1. He encouraged the chairpersons to start working on departmental course fees changes now in spring and forward them to Jamie as they are completed. There is not enough time for departments to complete these by September 1, if they wait until faculty get back in the fall.
 - Olsen stated that Tom Gray has been working with some of the chairpersons about Give to Blue challenges. It would be ideal if there was a point person in each of your departments and send those names to Tom. Gray added that we have a donation for GTB for the College and that details will be released soon.

Next Meeting: January 26, 2021

College of Arts and Sciences
Council of Chairpersons - Zoom Discussion
January 26, 2021

Present: Ballard, Berchild, Brown, Bergbower, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Jakaitis, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Olsen, Piechocinski, Rider, Seung, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Buchanan, Clark

- I. Approval of Minutes – January 12, 2021 – Approved as amended.

- II. Announcements (Olsen)
 - Olsen reminded everyone to send the name(s) for the Give to Blue Ambassadors and/or social media contact to Tom Gray with a copy to Olsen. Gray said that we are on pace to do more in 2021 than we did in 2020. We have 6 challenge donors already lined up, including folks who haven't given in the past, and we have a matching donor.
 - Olsen said that his recommendations for Sabbaticals are due on Friday, January 29th. He noted that it may be just a contingent decision on approvals (for now) since we are not yet sure about the budget.
 - Olsen mentioned that the college will replicate the same student outreach for fall 2021 that we did for spring 2021.
 - Yousif mentioned that Faculty Performance Evaluation is the replacement to the Biennial Review. Faculty activities occurring August 1, 2019 to July 31, 2021 will be evaluated in fall 2021 under the existing Biennial Review criteria. Chairpersons should be having conversations about changing the standards to fit the new review process. Yousif will resend the criteria and important deadlines to the chairpersons.

- I. Spring yield efforts for Fall '21 class (Olsen)
 - Applications and admissions are ahead of 2019, but below 2020. Olsen noted that nationally, completion rates are way down.
 - Fischer said that the College is hosting virtual student sessions this Thursday at 5:00 and if they go well, will do so again in February, March, and April.

- I. AY '22 budget discussion (Olsen)
 - Olsen anticipated full and specific budgets numbers later in the week, and asked everyone to hold Tuesday, February 2nd from 10:00-11:00 for budget discussions.
 - Olsen noted that the summer semester is a big part of the academic year budget. Whatever we can save this summer will help us in the longer run for AY 22. Additionally, courses that can switch to less expensive faculty and still run is something to consider.
 - Stofferahn asked what has been seen in basis of enrollment. Olsen said that summer enrollment has been falling for several years. In the past, the summer

budget was not made a fixed part of the base budget, it was treated more separately than it is now.

- Ballard said that he typically looks across the Foundational Studies categories for the past 4 summers to get an idea on the total number of seats to try to maintain as many seats as possible in the summer. Olsen added that Academic Affairs looks across the university for Foundational Studies, and as in the last AY are encouraging other colleges not to teach Foundational Studies in the summer.
- Olsen recalled a little more than 2 million from S& E was cut a couple of years ago, and noted that for the past two years there has been more than 75 non-instruction positions that have been closed, retired, and not rehired. We have cut a lot of staff positions over the years. There are three AVP positions gone in academic affairs that haven't be replaced.
- Jakaitis asked if we are going back to in person instruction for the fall with no accommodations. Olsen said that we are planning for in person right now, but if there are any changes that will come in June or July.
- Israel suggested that we all try to think about different ways to generate additional revenue. We have a lot of people in our college who have experience writing grants, maybe we would work with Sponsored Programs. Olsen said that was a good idea and noted that part of the summer is funded with STEM; another resource is Teach Dual Credit Indiana.
- Virgil hoped that if there are to be cuts to instructional budgets in the fall, that there will be a discussion with the chairpersons before decisions were made. Olsen assured the chairpersons that there would be discussions with each department before any decisions were made.

I. Your items for discussion

- Theater will host Shakespeare in the Parking Lot this spring instead of Shakespeare in the Park.
- Sheets asked Gray about the responsibility of Give to Blue ambassadors. Gray said that Advancement will provide wording for emails, send out fliers for posting, and suggest ideas for posting to social media. Sheets asked if departments will have flexibility to decide where the money should go since some of the dropdown menus won't be working. Gray replied that where the money goes is the donor's choice so we always put the money where they want it to go, but we have more flexibility if they aren't specific.
- Olsen reminded everyone to hold next Tuesday from 10:00-11:00 in case we need to meet again so we can talk more specifically about the budget.

Next Meeting: February 9, 2021

College of Arts and Sciences
Council of Chairpersons – Special Meeting
February 2, 2021

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Olsen, Rider, Seung, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Clark

I. Budget Discussion (Olsen)

- Instructional cuts are coming and we will know more details after the University Budget committee meets on Monday the 8th.
- We can look at stipends as well, which come out of our instructional budget and adds up.
- Olsen said that we can also look at non-instruction summer budget. He noted that summer chair's stipends are a large percentage of the summer budget. Anything that we can save in the summer budget will make it that much easier for us in the AY22 budget.
- Olsen noted that we haven't talked much about staff organization/reorganization over time. Enrollment is down 20% over 4 years. Like faculty instruction, staff support for students is also geared to a much higher number than we currently have. We should think about staffing more intentionally, both in the departments and across the college. What support can be centralized? Could we have just one person who is fantastic at travel and that's what he or she does?
- We have faculty and administrative support in several buildings: Science, Root, Holmstedt, Landini, Fine Arts, Stalker, Dreiser and Gillum. We could think about how to do some centralization so department offices are still staffed, but still also reduce some cost over time.
- We have 23.5 department administrative assistants, and obviously, there are several non-clerical staff positions in the college as well.
- To go to the staff positions, the common refrain is that it doesn't save a lot of money, but remember the benefits are also included so it may add up quicker than one might think.
- Olsen gave an example that if the university moved to one assistant across the board, the savings at the university level is something like 600,000.
- Kinne asked if we might consider using part time staff, and use 2-year post docs to help with teaching. Olsen said that we have been using retirees to help fill in the holes, as long as it is not in the department they just retired from. He added that the closest we have to a 2-year post doc is our lecturers and noted that they don't have TIAA-CREF but do have health care. Full time lecturers could be a possibility to help with retirements and full year sabbaticals.
- Rider received the lists of freshmen admits for the fall because she now has a way of reaching out to them.

- Fischer asked for the chairpersons to send a sample of their email communication to him so that he can share it with Admissions. Please also let him know if you are making phone calls.
- Cavanaugh asked if it might be worthwhile to reach out to our current transfer students and ask them about their experiences. Olsen agreed that it would be a good idea to do some surveying of our students, transfer and otherwise.
- Ballard clarified that a transfer student has enrolled in previous college level coursework; this includes high school graduates who have enrolled in but not completed college course work through students who have completed a full associate's degree.
- Olsen noted that students coming in with very few credits and those coming in with 24 hours or more are very different people.

I. Interim Dean transition

- Olsen thanked Bassam Yousif for agreeing to serve as Interim Dean and officially starts on March 1.
- Yousif said that he is looking forward to working with everyone.
- Olsen said that he plans to add Yousif to as many meetings as he can over the next few weeks to help with the transition.
- Olsen plans to continue handling as much as the foundation and alumni work as is possible.
- Olsen stated that the College would not replace the associate dean position for the next year. We are fortunate lucky that Chris Fischer was previously the UC chair so he has a good handle on the curricular side of things. Olsen added that he might also look at the possibility of a faculty fellow.
- Olsen is getting pushed about cutting the 3rd AD from the base budget but he is digging in his heels.
- Olsen mentioned the S&E budget and reported that the spring enrollment is lower than what was budgeted for (FY21). The persistence rate from fall to spring was about 7 points lower than our average which is usually around 82%, we are at about 75% this year. We need to make some adjustments through June 30, 2021. Olsen added that it is possible for a partial sweep to S&E this year, so if there are important equipment purchases, please do so now.

I. Your items for discussion (Olsen)

- COVID numbers are down a little on campus, and up a little off-campus. We're hanging in at right around 1-1.5%
- Olsen shared that the Call for Nominations for the CAS Educational Excellence Award will be sent out today.
- Olsen reported Give to Blue for CAS has already vastly exceeded last year, and Give to Blue is still a month away.
- Israel asked what's going on with communications and marketing because there has been such turn over lately. Olsen said that Carrie Lutz is the interim executive director of marketing while Mark Alesia handles communication for the Tribune Star or TV.

- Cavanaugh heard that if sabbaticals can be funded internally then we can move forward with them, but that will be difficult to do without knowing about the budget cuts. Olsen believed that it might be March before we know for sure. He has decided to review them on merit so they are either recommended or not recommended. We have plenty of time to adjust the spring sabbatical requests, it is the fall and full-year that are the questions.
- Olsen was optimistic full year, especially those that are grant funded, including Fulbright or an NSF, would go forward.
- Olsen closed by reporting that, as of now, we are to schedule fall classes at regular capacity.

Next Meeting: February 9, 2021

College of Arts and Sciences
Council of Chairpersons
February 16, 2021

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Jakaitis, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Olsen, Rider, Seung, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Clark

- I. Approval of February 16 Minutes -
- II. Changes in Work Assignments at CAS dean's office (Yousif)
 - Israel asked for clarification on challenges. Gray responded that challenges can be created based on a specific dollar amount, or a specific number of people to unlock the challenge.
 - Lastly, he encouraged everyone to visit the website and give something on March 3rd.
- III. New Faculty Performance Review Guidelines, Course Fees
 - Brown reported that FEBC is sending a proposal to exec. to rescind TIAA-CREF in the summer (for the foreseeable future) for a savings of about \$200,000. A second proposal is to limit the salary for credit hours which should provide a savings of \$75,000.
 - Olsen said that in the second category of staff support, the goal is to handle any shortfalls through vacant positions but that might not get us there this year. He asked for the chairpersons located in the same buildings to meet and talk about administrative support. What can be centralized, can tasks be assigned to one person to cover multiple departments, scheduling, travel, GA and UG tasks.
- IV. Assessment and Recruitment
 -
- V. Budget Updates
 -

Next Meeting: March 9, 2021

College of Arts and Sciences
Council of Chairpersons
February 23, 2021

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Jakaitis, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Olsen, Rider, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Clark Seung

- I. Approval of February 16 Minutes – Approved as amended.
- II. Announcements:
 - a) Fischer: Assessment and Recruitment
 - Please send Fischer a copy of correspondence sent to students for recruiting.
 - Admissions is making plans for Zoom sessions again this year. Two sessions are tentatively set for 5:00 on March 24th and April 15th. More info. to follow.
 - Kelly Woods-Johnson is sending out the assessment reports. There will likely be a survey going to chairpersons from the Assessment Council about the timing and process for the reports.
 - Fisher announced that IUPUI sponsors an assessment conference and this year's is virtual and free. Topics covered range from general education to very specific programs, from undergraduate through advanced graduate programs, and alumni data. Fischer will share the registration link with anyone interested.
 - b) Ballard: Student Services, and Degree Map Update
 - We have essentially reviewed 85 4-year plans for CAS, and will send a proposed plan, along a side-by-side of what is currently in the catalog to the chairpersons and make any necessary changes. It is important that the sequences are clear before the plan goes into the catalog. The more accurate the template, the easier it is for students to interact in a meaningful way. He mentioned that changes to plans 2 years from now can be addressed case-by-case.
 - Remember that it is important that every single year shows a minimum of 30 credit hours, because students must complete 30 full credits every year to be able to maintain their scholarship.
 - Plans are due by March 15th.

- c) Yousif - Dean's Office Changes, Faculty Performance Evaluations, Course Fee Reminders:
- Ballard will still handle Student Services and the Instructional Budget.
 - Fischer is taking over all the curriculum related items. He will attend CAAC, and continue with UCC and cover Graduate Council in the fall. Yousif will cover Graduate Council through the spring semester.
 - Yousif will continue with equipment, travel, chairperson triennial review, and FAD.
 - Yousif reported that the Dean's office has been promised one or two faculty fellows next semester.
 - A reminder that Biennial Review is coming up this fall. Please update departmental guidelines by May to allow time for voting in the department so they will be approved and in place by August 1.
 - Please begin talking with faculty about Course Fees and make necessary adjustments now. Course fees are due to Jamie Hays by August 15th.

III. Budget Updates - Olsen

- Olsen said that there is some better news regarding instructional positions, but the College may still lose a small number of instructor positions. Better information regarding staff is coming later this week.
- Dr. Licari is going to finish Sabbatical requests since he was in mid-review before leaving. Olsen anticipated word coming at the end of the week.
- Sheets asked for clarification on Olsen's earlier comment about ORR possibly leaving schedules open for a week given that news about sabbaticals are pending. Olsen replied that the deadline is still Friday, but he informed ORR that there would be more manual changes than usual because of budget and sabbatical changes.
- Israel asked when chairpersons will be able to let instructors know about their status. Olsen said that if we know that we can't have them back next year, then Academic Affairs will notify the chairpersons this week.
- Stofferahn asked if the recent changes to sabbaticals are permanent or might things return to normal schedule. Olsen replied that was difficult to know in the current environment. He added that if there are any approved sabbaticals that make sense to delay for a year (if faculty are willing) or if COVID restrictions impact the sabbatical, remind the faculty that they don't have to apply again. Previously approved sabbaticals will not cut into the schedule for the next round.

Next Meeting: March 9, 2021

College of Arts and Sciences
Council of Chairpersons
March 9, 2021

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Jakaitis, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Clark, Seung

- I. Approval of February 23 Minutes – Approved as submitted
- II. Bassam:
 - A. Budget
 - No change from February 23rd.
 - There is still a level of uncertainty related to enrollment. We should have a better idea about enrollment numbers, retirements, and resignations sometime in July.
 - We are planning for in-person commencement in Hulman Center with masks, limited attendance, and several smaller ceremonies. Faculty will not attend unless they volunteer to be Marshals.
 - Work-from-home accommodations for faculty and staff are ending on May 31st. People can still apply for medical accommodations, but there will be no generalized accommodation for COVID.
 - B. Give to Blue
 - Thank you to everyone who participated and helped us to be so successful.
 - C. Interim Grades (Provost missive)
 - In his recent email, the Provost mentioned interim grades and encouraged faculty to let students know where they stand and what the grade means.
 - D. Biennial Review
 - This upcoming fall is Biennial review. The College will use the departmental BR guidelines currently in place that have been approved in the department.
 - E. Faculty performance evaluation – Department and College guidelines
 - The Faculty Council is in the process of writing the guidelines for the new Faculty Review process. Departments that don't have departmentally approved guidelines in place will default to the College guidelines.
- III. Dennis:
 - A. Promotional “TikTok” style videos
 - There is just 2-3 more weeks to get the videos ready to go forward.
 - The TikTok app doesn't have to be used, the videos can be captured on a smart phone and edited in several ways.
 - Berchild felt that if we are emulating TikTok then we need to stay away from explanatory videos, and go with something more visual, brief, and casual. Kopaczewski added that we don't want content laden videos because that's not what TikTok is about.
 - Israel asked who's going to see the videos. Ballard said that an email will go out on April 15th to all potential students who have indicated they're planning to come to ISU and have also registered for State Startup (formerly New Student Orientation). The video the students receive will be based on the interests they have chosen.

- Glende felt that if these are going to students who have already committed to a major, then maybe a welcome video would be more appropriate, something to introduce them to the building, the people, maybe map what they can do with their major.

B. Four-year plans

- Ballard reminded the chairpersons to get their 4-year plans to him ASAP.
- The dean's office is the repository for the College's 4-year plans.

C. Graduation Ceremony

- Academic Affairs has calculated the number of ceremonies and the number of guests at each ceremony to allow for social distancing.
- The deadline for students to apply for graduation is March 15th. Students who have not applied by the 15th will not be permitted to walk, but will of course, graduate and receive their diplomas.
- To help limit the numbers at the ceremonies, Ballard's office will do a precertification of the students who have applied for graduation. If they don't meet the minimum requirements they won't be permitted to walk at commencement.
- Please make sure that both spring and summer grads know that if they miss the 15th, they will not be able to walk. Sheets asked if the precertification also included those graduating in summer. Ballard said that it would, and that they should apply for the semester they think they will have degree requirements met, but if they want to walk in spring they must still apply by March 15th.
- The graduates from the previous 5 semesters that couldn't walk because of COVID are also invited to walk in the spring ceremony, but Ballard doesn't know the specifics on their application requirements.

IV. Chris:

A. Living and Learning communities

- Residential Life is hoping to develop more Living and Learning communities.
- If a new learning community proposal is submitted it more than likely won't go online until 2022-2023 to allow Residential Life to block out space.
- Jason Johnson in Res. Life is a great resource.

B. FAFSA

- Encourage students to work on getting their FAFSA in this semester so they will be approved and ready for the summer and fall.

C. Recruiting

- The Zoom recruiting dates are confirmed for March 24th and April 15 at 5:00.
- Let Fischer know if there is someone from the department who wants to participate. We are being allowed to do more on the recruitment front so as you find practices that work for your departments, please share with us what you are doing.

D. Alumni Mentors

- Please send mentor bios, names, and pictures to Fischer and Nancy Hall so that we can take care of some housekeeping items before sending them to Martin Collins for posting.

V. Tom Gray – Give to Blue updates

- Thank you to everyone who participated and helped us to be so successful.
- The system's issues were with us for the whole 24-hour period, it was slow, non-responsive and embarrassing. Efforts have already started to make it better for next year.
- This was his first experience with GTB on the employee side of the table and he learned a lot for next year.
- Goal one was the amount of money, but the second goal was to increase engagement amongst the ISU stakeholder community and to try to use the day to generate some excitement around ISU. The engagement among this group was very impressive.
- Gray announced some preliminary numbers. The “your choice” donations captured a lot of donors, mainly because it was a way around the software issues to get to the specific point for their donation. The 2021 goal was 2700 donors and we reached 2620 donors. We are confident if the system performed as it should have that we would have been well over.
- We raised over 1 million dollars and it was a great feeling in the “war room” when the ticker passed the 7-figure mark!
- We saw a 51% increase over last year with an increase in the average gift size. There were 600 ambassadors, 150 challenges, 1750 alumni made gifts (over 700,000), and 15 business in TH decided to help CAS this year and they contributed around 15,000. CAS ended up in 4th place with approximately 75,000-80,000 while last year's total was around 27,000.
- Next steps are reviewing what went well and what didn't and we'll be looking at the software vendor.
- The Give to Blue Day generated around 200 leads for Gray to follow up on.
- Friday, August 27th Opening Reception for the Dick Hay Ceramics exhibition in University Art Gallery. Naming Ceremony for the Dick Hay Art Annex the next day (details TBA).

VI. Announcements

- Israel announced that the 2nd virtual Social Science seminar is tomorrow from 4:00-5:00 pm.
- Berchild said that Theater's production of *Agnes of God* opens this Thursday and runs through Sunday with a virtual production streamed live. Visit the ISU Theater webpage to purchase tickets.

Next Meeting: March 23, 2021

College of Arts and Sciences
Council of Chairpersons
April 6, 2021

Present: Ballard, Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Jakaitis, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Cavanaugh, Clark, Seung

- I. Approval of February 23 Minutes – Approved as submitted.
- II. Bassam:
 - A. FAD Approval
 - Please send committee names to Jamie so she can pass share them with Academic Affairs for assigning workflows in FAD.
 - B. Travel Protocol
 - Travel initiated before August 1st will still need dean and VP approval. Please send Yousif an email and once approved, he will forward it to Susan Powers for her approval. After VP approval, be sure to attach the email to Chrome River when entering the Travel Authorization.
 - We should be back on the pre-Covid protocol for Chrome River entry after August 1st.
 - C. Return to campus/COVID accommodations ending May 31
 - Unless medically required, everyone is expected to be back to work on campus on June 1st.
 - D. Vaccination Center on campus opens Wednesday, April 7
 - Covid-19 vaccinations open on campus tomorrow in the Health Center and are free for all faculty and staff. For now, they are focusing vaccinating students first.
 - E. Faculty Performance Evaluation
 - No discussion
 - F. Budget
 - We should know more about where we stand in May.
 - Stofferahn asked about accounts being swept and Yousif said that the dean's office will do the standard 20% sweep but he didn't know what Academic Affairs might do. Yousif has reached out to the chairpersons with large amounts of money in specific budget indexes and encouraged them to encumber that money.
 - Yousif should be able to get a list of cross-listed courses in Honors for the college from Myla to forward to chairpersons. For now, we plan not to return the Honors Budget.
 - Israel suggested that chairpersons know best what courses are taught at for the honors college and is concerned that if half of the money isn't returned to the department that it will be difficult to track what is happening.
 - G. Transfer Course Library
 - The deadline is late April for courses for transfer students to be entered the transfer library. Yousif stated that it is important for us to handle the library before Admissions or ORR are assigned to because we know the curriculum of our respective departments.

III. Dennis:

A. Transfer Course Library (continued)

- We received a report from ORR of 2800 transfer courses.
- Part of our strategic goal is getting more transfer students enrolled. The decision has been made for us to purchase a software called Transferology. Students can enter courses they are taking and Transferology searches for courses that match equivalencies (at ISU and elsewhere) as closely as possible.
- The university has set the search parameters to 45 institutions that are close to our regional area and from which we typically see transfer students coming .
- For the software to be successful we need to review our transfer library at the university level. We have many courses that come back to the students as an elective.
- We know there are additional courses in our library set as just Elec 001 because they were never evaluated, meaning that a student who sees the equivalency might get a credit but will have no idea where the course matches in our institution.
- We have taken the 2800 courses and determined if a course from a current school is in their catalog and then cataloged those courses so that chairpersons can see if they are currently in the catalog and haven't been phased out.
- ORR wants this information by the end of April so they have time to work on the back end to prepare the information for our students.
- Let Ballard know who needs to be able to see the information so that the person can be given to access the catalog.
- Ballard added that besides equivalencies, it would be helpful if the students could see a degree audit that shows them exactly how courses apply to their major.
- The university is under quite a bit of pressures from outside reviewers saying that we need a centralized transfer center.
- Israel asked if we are also evaluating Foundational Studies equivalencies. Ballard replied that the CAS process is for courses to be evaluated by the UC then sent to the departments to evaluate for their major.
- Ballard will send an email with training dates and the link to all the courses with directions about how to respond to him and who else should have access to the software.
- The system will not have syllabi in an automated way.
- The Transferology software is available free to students, they need only Google it.

B. Course Scheduling for Fall

- We have been asked to identify courses at the freshman, or 1st and 2nd year that we can set the capacity to zero (or hide) to keep students from registering starting on next Monday. Ballard has identified about 15 courses for the cap to be set to zero and his hope is that it correlates with PT instructors since they will still be on the schedule and assigned classrooms and can easily be reactivated if needed.
- Priority registration begins on April 12th.

C. Student Representatives – who can we talk to?

- Ballard reminded everyone that the only people who should be asking for FERPA protected student information is a college advisor or requests for attendance/non-attendance from ORR. After the semester, Financial Aid sometimes reaches out to confirm that students met the federally mandated activity report after the 6 weeks. Do not release student information to Greek life or parents unless the parent has proxy access from the student.

IV. Chris:

A. Digital Competencies Questionnaire

- ICHE (Susan Powers) is interested in whether college students in Indiana universities are being evaluated based on digital competencies, i.e. digital collaboration, publishing, data management, data analysis, coding, data visualization, design thinking. Susan needs to complete an institutional survey in May.
- Fischer will distribute a brief Qualtrics survey to determine if our people are implicitly (or explicitly) teaching digital competencies. Fischer added that we don't have a working definition of "digital competencies" and asked that if one of the chairpersons has a good definition to share it with him and Susan Powers.
- Rider said that the UCC is working on something similarly and suggested that rather than the two surveys be combined and include Foundational Studies courses. Fischer will work with Rider to make sure there isn't duplication.

V. Items for Discussion

- Brown revisited the topic of the Transfer Course Library and stated that she felt the timing of an April deadline was unreasonable. She, and the rest of the chairpersons, agreed that this request will take hours to complete. Yousif said that he will share the concerns with the Provost to see if we can extend the due date to May, and ask him what impact there might be with April -v- May deadline.
- Berchild shared that Theater is presenting Shakespeare's, *Measure for Measure* on April 14-17 at 7:30 p.m. Visit the Theater website for ticket information.

Next Meeting: April 20, 2021

III. Dennis:

A. Transfer Course Library (continued)

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Next Meeting: April 20, 2021

College of Arts and Sciences
Council of Chairpersons
April 20, 2021

Present: Ballard Berchild, Brown, Bergbower, Buchanan, Cavanaugh, Fischer, Glende, Gray, Hall, Inlow, Israel, Jakaitis, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Sheets, Stofferahn, Tucker, Woods, Yousif

Absent: Clark, Seung

- I. Approval of April 6, 2021 Minutes – Approved as submitted.
- II. Bassam:
 1. Request for Information
 - Please send a one-two sentence summary to Yousif of departmental achievements so he can include it in his presentation on Thursday.
 2. Transfer Library deadline moved
 - The Transfer Library deadline has been pushed back to the end of May. Please have your information to the Dean's office by Monday, May 24th so we will have time to compile the list.
 - Brown asked if chairpersons would get the syllabi and Yousif's understanding was no. Ballard suggested going through the list to see if any of the courses can be articulated without a syllabus and make a notation if it needs syllabus so ORR can track it down.
 3. ATS new hires/reappointments entry
 - Please remember to select Myla's name in the pull-down menu on ATS so she can make sure everything flows through ATS correctly.
 4. Faculty Awards
 - Five of the nine awards went to our CAS colleagues!
 5. Travel Budget
 - The travel budget for the FY 21-22 will be a little less than the amount we are used to.
 6. Reversing COVID Tenure-track timeline extensions
 - Yousif suggested that chairpersons encourage faculty members to consult with their chairperson and departmental personnel committees before making any changes. His understanding of the process is that faculty can change their mind once but not twice.
 - Brown added that the deadline to make any changes is August 15th so there is enough time to update everything.
- III. Dennis:
 1. Departmental videos
 - Thanks for the recruitment videos! The first email went out to over 1,000 students with the appropriate video links included.
 2. Calling/contacting returning students
 - We will begin calling our students who have not yet registered for fall. Sophomores started registering yesterday and Freshman can register on Friday. The Dean's office will begin reaching out to the unregistered students.
 - It would be helpful for the chairpersons to review the list Ballard provides to make sure we don't reach out to someone who is scheduled to graduate.

- Yousif added that some of the funding received for COVID recovery might help with removing financial holds for some students (if preset criteria are met).
- Buchanan asked where to send Bridge the Gap requests and Ballard replied that they must be submitted via the Branch.

3. Registration PIN discussion

- The university is considering reinstating advising PINs for students past their sophomore year. The chairpersons were in favor of reinstating PINs for all students.
- Ballard said this is another reason why it's so important document activity in MySam. He shared that he doesn't give the PINs to his students but types it in the MySam notes, along with the list of their courses, so the student must logon to retrieve the PIN and then will have a list of the courses they discussed in their meeting.

IV. Chris - Updates

- No announcement currently.

V. Ann Rider – Updates from UCC

- Please note that there are revisions to the global perspective and the cultural diversity categories, thus creating those two paths. If your department has courses in the category and has yet to designate the path for each of those courses, please do so by the end of the semester.
- We will be holding a workshop in May for GPCD to help faculty with revising their syllabi to meet the new learning objectives. Attendance is required for faculty teaching GPCD courses. DATE: May 11th from 1:00-2:00, via ZOOM (link coming).
- This year we assessed social and behavioral and ethics and social responsibility. We saw some great alignment of and learning objectives and some assignments that needed to be thought out a little bit more for the learning objectives to be attained.
- The workshops help faculty understand what the assessment data tells us about the categories and (SBS and ESR) if the learning objectives can be met.
- Rider's goal, as chair of the UCC, is for these assessment cycles to have us all engaged across the university in the FS program and that means bringing the faculty at the table who are teaching the courses. The workshops are the best way we can think of to do this.
- During the assessments we learned that there are large number of FS courses being taught by graduate students. We will start working with the supervisors of the TAs to make sure that FS benchmarks are being met.
- We would like very much for departments to consider HIP (High Impact Practice) courses that are just not major based but offered across disciplines.
 - Israel to recap, the SBS and ESR will not have new learning outcomes, still the old ones, but they need to be on the syllabi. The GPCD will have the revised syllabi because their learning outcomes are all finished. And then on the HIP, when it got separated from the UDIE, did the having to be a junior composition requirement also disappear? Rider said that the goal is Jr/Sr, certainly not freshman, but the HIP courses must be upper division courses. CHANGE: UDIE pre or co-requisite of Junior comp by 2022.
 - Shana asked if a representative from the UCC could come to a faculty meeting and Rider said, YES!
- Contact Rider with questions.

Next Meeting: May 11, 2021

College of Arts and Sciences

Council of Chairpersons

May 11, 2021

Present: Ballard Berchild, Brown, Bergbower, Buchanan, Fischer, Glende, Gray, Hall, Inlow, Israel, Jakaitis, Kinne, Kopaczewski, Latimer, Lee, Mitchell, Rider, Seung Sheets, Stofferahn, Tucker, Woods, Wurtz, Yousif

Absent: Cavanaugh, Clark

I. Approval of April 20, 2021 Minutes – Approved as submitted.

II. Bassam:

- Departmental Faculty Performance Evaluation standards
 - Due before July 31st. If your department hasn't approved an internal document the College document will become the default. Please send the updated documents to Nancy Hall.
- Bias awareness training and BFSC workshops
 - The email you received about workshops on racism came from a group within the university. Please note this isn't the same thing as the antibias training mandated by the University which is mandatory and will take place early fall or summer.
- Lilly Grant
 - ISU received a sizeable grant from the Lilly Foundation, almost 10 million dollars. Please take a moment to review the details of the grant. Briefly, it was put forward by former Provost Licari and Linda Maule to try to increase the retention rate of 1) first generation students 2) students who have a high school GPA of 2.5-3.25 3) low income or Pell grant eligible students and 4) minority students. The goal is to raise admission of the target groups by 10%.
 - The grant includes case management and the hiring of 20 new advisors. The idea is that the student gets the same advisor throughout their 4 years at ISU. The advisors will be housed within the University College and not in the departments.
 - Ballard noted that part of the funding is for the new student success software. There are demos next week for the 4 finalists from the RFP.
 - Wurtz asked if the department can assign a faculty mentor, in addition to the advisor that might be assigned to the student. Ballard thought so but his understanding is that the new professional advisor will be the primary advisor for the student.
 - Sheets asked if the new software was a replacement for MySam. Ballard stated that it will have the capability to do everything MySam does but is not intended to replace it.
 - Stofferahn asked if faculty workload will be affected by the Lilly grant by the professional advisors. Ballard wasn't aware of any workload implications for most departments since the advising itself won't change, just the addition of the professional advisors for the four target groups.
 - Bergbower shared concerns about two different advisors in two different locations on campus having student PINs.
 - The chairpersons are concerned about departmental connections, advising, mentorship, and the confusion for everyone because of two advisors.
 - Ballard noted that 40% of the students, first year and beyond, will not have a professional advisor and will remain as they are currently set up.

III. Dennis:

- Students eligible to register
 - Ballard plans to provide the chairpersons with a list of their students who have a hold that prevents registration, or who have applied for graduation in either spring and summer graduation. Final grades aren't in yet, so be aware the list may consist of students who graduated in May and make sure not to contact them.
- Transfer equivalence
 - Reminder that the lists for transfer equivalence are due on May 21st. Get the lists to Ballard ASAP, especially if there are courses on it that are not your department's courses and need to be looked at by another department.

IV. Chris:

- Program fees
 - Reminder that any changes in language for program fees is due to Jamie by August 15th. Those changes will be in place the following year.
- Recruitment discussion
 - Admissions is asking for help from faculty with outreach to students recently admitted and those students who have paid their State Start Up fee for the summer but haven't yet paid housing. Email Fischer if someone is willing to help.
- Contacting admitted students
 - Zoom recruiting has been a mixed bag. We would like to know what you think worked well for this year and what would you like to do differently for next year. Please let Fischer know and he'll contact Admissions so we can make sure that we are not duplicating efforts.
 - Rider felt it would be helpful if admissions sent updates about the students so chairpersons have the most current information.

V. Your items for discussion

- Stofferahn asked if there were any updates on return to normal life on campus. Yousif said that social distancing is back to 100%, nothing definitive yet on masks but they will most likely be required in closed spaces such as classrooms.
- Kopaczewski asked if there was an update for enrollment this fall. Ballard said that we are right at 1300 students who have paid deposits, only about 1150 have registered for State Start Up. He is hearing new freshman numbers are around 1500 but returning student numbers are up in the air.
- Berchild announced that Crossroads Repertory Theatre is back up this summer with three shows: *Seeger* (audience in place), *Clue on Stage* (online), and *I loved, I lost, I made Spaghetti* (online). Visit www.crossroadsrep.com for details.

Next Meeting: July 13, 2021