**Minutes**

**AHSS Executive Council Meeting**

November 20, 2013

3:00 PM, Minard 204J

I. VP of RCA and Staff (Kelly Rusch, Kay Sizer, Amy Scott and Marie Slanger)

Kelly Rusch, VP of Research and Creative Activity shared information about what services the Research Park offers and described her role in developing a research vision for the university. She reported that faculty focus groups will be coming up soon. She discussed Valley Prosperity Partnership: a group of businesses coming together with research universities to understand innovation, quality of place, etc., in the state. VP Rusch also introduced key RCA staff. These staff include:

Kay Sizer – looks at grant opportunities and seeks to match them up with people on campus; will work with individuals; works with limited submission programs; technical reviews; gear up for grants; and COS/Pivot.

Amy Scott – Serves as assistant director of sponsored programs; working on sponsored issues (non-monetary); new faculty training—how do we help new faculty work with sponsored programs? Runs queries through PeopleSoft; conducts flow chart overview of grants process and routing of grants through sponsored programs.

Marie Slanger – Budget and program officer, and handles post award and electronic submissions. Helps to interpret guidelines; sends guidelines with proposal so they are in the record. Marie has also developed a useful budget template that can be of help to faculty submitting proposals.

The VPRCA will be sponsoring a January 17th meeting for junior faculty in terms of grants acquisition.

II. May Symposium – Theatre Department (Brad Delzer)

Brad Delzer, Theater Alumnus and Director for Theater B, is working on a symposium that will focus on how theater transcends traditional stage productions and engages with communities. They symposium will also connect to Little Country Theatre’s 100th anniversary celebrations. Brad shared a document describing the symposium and invited the chairs/heads to work with him (our faculty and students) and the artists at this symposium. Artists likely to participate in the symposium include the Laramie Project group—most produced play about social action; Howlround—journalism and criticism for a social age; the Albany Park Theatre Project; Ten Thousand Things Theatre (Minneapolis); Open Eye Figure Theatre (Minneapolis); Bedlam Theatre—works with Somali community in the Twin Cities; zAmya Theatre Project—homeless theater for community; New Native Theatre; and Theater B in Fargo.

Most groups will be doing a long form workshop; a meta-conversation about this project and the work it does in the community. The symposium and participants will provide opportunities for our students and faculty to rethink the traditional theater model.

A request for proposals will be distributed to promote and encourage faculty involvement in the academic conference that will be associated with the symposium.

III. News and Announcements

* Good news and kudos — Amy Uthus, and Art alumna, received the Horizon Award for Distinguished Alumni; Pamela Lutgen-Sandvik, Associate Professor of Communication, has published a new book entitled *Adult Bullying—A Nasty Piece of Work: Translating a Decade of Research on Non-Sexual Harassment, Psychological Terror, Mobbing, and Emotional Abuse on the Job*. (St Louis: ORCM Academic Press).
* Sean Burt is being hired into a tenure-track position in History and English effective in January and Meghan Kirkwood is being hired into a tenure-track position in visual arts.
* Kent Kapplinger, Kris Groberg and Kimble Bromley are all establishing national/international reputations for their creative and scholarly contributions.
* Mike Weber has been elected president of the American Choral Directors Association.
* Grants coordinator — Dean Sandstrom noted that he is coordinating with the College of HDE to hire a full-time grants coordinator (moving forward with recruitment for this position).
* IDEA/K-State Annual Conference for Department Chairs (Feb. 12-14) will be held in Jacksonville, FL: http://www.dce.k-state.edu/conf/academicchairpersons/31st/ If chairs/heads are interested, talk to Kent.
* Provost’s Office travel grants (due Nov. 29)
* Gift tax update – Employees will not be taxed for receiving flowers or gifts under $100.
* Dean Sandstrom reminded the chairs/heads that Odney/Peltier/Waldron Award nominations are due Dec. 6.
* United Way campaign (Keri) – $343.00 raised at ice cream social (which was also fun). Attempting to get participation rate up, from a low of Keri thought around 13% participation—many people giving a small amount IS helpful for bringing participation rate up.

IV. Other Business

* Extra sections requests: A little money left for general education face-to-face courses for spring. Please submit any related requests to Kent as soon as possible.
* Search updates: Theatre – two searches moving forward; History education – search moving forward; CJ – two faculty + department head—one offer out; English deadline for applications is approaching; CSR, moving forward; DCE pedagogy specialist— Skype Interviews have been conducted.
* Gateway to Completion initiative – Gardiner Institute: studying two large classes as we don’t have many D,F,W courses in AHSS and the consultant wants two courses per college.
* DCE issues and policies: Dean’s tax to increase from 5% to 10% beginning with Spring Semester 2014. AHSS has had the lowest DCE tax among NDSU colleges, and most other colleges charge 15% or more for the tax.
* Computer and start-up funding for new hires (for specific equipment or for specific amount) – Discussion ensued.
* Travel stipends from dean—will proceed in accord with recent practice.
* Advising data and updates—NSSE data will come via e-mail from dean.
* UNITE process (How to do this better, more smoothly next time.) NO time for related discussion but we will return to this discussion at a future EC meeting.

Notes taken by Betsy Birmingham