**College of Arts, Humanities and Social Sciences**

Executive Council - Minutes

December 16, 2015 – 2:30 PM in Minard 204J

Present: David Bertolini, Betsy Birmingham, Jeffrey Bumgarner, Ann Burnett, Daniel Klenow, Mark Meister, John Miller, Kent Sandstrom, Gwen Stickney, Michael Strand, Christina Weber, Gary Totten, John Cox, Miriam Mara, Jim Deal, Hardy Koenig

Announcements

* Kudos to Christina Weber, Alison Graham-Bertolini, Angela Smith, and Michael Strand for receiving a large NEH Public Square Grant. This grant will have several components, but its overall focus is on the challenges of reintegration faced by veterans.
* Reminder that the Fall Commencement ceremony will be held on December 19 in Festival Hall at 10:00am.
* Dean Sandstrom reminded the Chairs that reports are due to the Provost’s office by the end of the semester, 12/18/16, for the additional equipment funds the provost provided to AHSS. Each report should include the specific items purchased, where the equipment was used, how many students benefited from using the equipment in the fall, and how many different majors there student represented.
* Dean Sandstrom asked the Chairs to invite him to one of their department meetings during the spring semester so he can update and talk with the faculty and staff in each department.
* Betsy Birmingham will be stepping down from her Associate Dean position effective 6/30/15 so that she can return to a faculty appointment. The college will be search for a new Associate Dean during the spring semester.

Budget matters

Dean Sandstrom talked with the Chairs about budget related issues. Given the declines in oil prices and revenues, the university is likely to experience a 2.5% budget cut. The President is planning to assemble a university-wide committee to discuss and review possible cuts, which would occur in the state-appropriated segment of the NDSU budget.

College’s Strategic Priorities

* The Strategic planning committee is meeting regularly. An online survey will be distributed in early January, and all members of the college will be encouraged to complete it. The survey will consist of a list of priorities (identified through interviews with the departments) and 2 open ended questions.
* With respect to future hires in the college, Dean Sandstrom will request a narrative that describes how the hire will mesh with the strategic priorities of the college and help with the recruitment of majors in the hiring department or the college.

Other Business

* Dean Sandstrom would like the Chairs to review the DCE credit hours generated this year and last year to determine whether the information received from the provost’s office is accurate. The Dean will contact Registrar, Rhonda Kitch, for end-of-semester DCE enrollment data for Fall 2015.
* A handout was distributed for AHSS Development leave. The leave guidelines are in draft phase, and the Dean asked the Chairs to review the guidelines and share their related thoughts with Betsy and him.
* Some questions and concerns have emerged regarding Study Abroad. Some students have complained about having difficulties receiving credit for courses they have taken abroad. The Chairs noted that some students are waiting to request credit following the trip rather than before it, which complicates matters. The Dean and Chairs also discussed departmental practices regarding Study Abroad courses counting as a part of a faculty member’s regular teaching load. The Dean will invite Tanya Kramer, Assistant Director of Study Abroad, to the next meeting to address questions from the Chairs and to discuss the budget model used by the Study Abroad office.
* Dean Sandstrom talked with the Chairs about whether their departments had guidelines for early promotion. He will talk with the Chair of the College PTE Committee about developing clear guidelines for early promotion at the level of the College.
* The Dean asked the Chairs to share their thoughts about Academic Analytics and its accuracy and utility. Some Chairs expressed concerns about the inaccuracy of the Academic Analytics data and noted how and why it could not be effectively used in a number of disciplines, especially those with faculty who engaged in creative activities.
* Dean Sandstrom asked the Chairs to discuss their standard practice for allocating indirect grant-related monies within their departments.

Meeting adjourned at 3:33 pm.

Submitted by Lori Alvarez