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

Executive Council - Minutes

January 20, 2016 – 3:00 PM in Minard 204J

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

Guest Presenter on Study Abroad Programs

Tanya Kramer, Assistant Director of Study Abroad provided information on the NDSU program. The information included positive graduation and retention rates for students who studied abroad. She also outlined the different types of study abroad programs, such as faculty-led, short-term, longer term, and traditional study abroad. Tanya and the Executive Council members discussed some challenges that have arisen regarding Study Abroad, particularly difficulties some students have had in transferring study abroad course credits to their NDSU record. They also discussed procedures that make that issue less likely to take place. Tanya noted that the Study Abroad website has information for programs, academics, scholarships, parents, faculty and advisors.

Announcements, Requests, and Reminders

* Kudos to Kevin Brooks for receiving The Fargo Human Relations Award at the 2016 MLK Celebration.
* Marcela Perett joined the History Department in January as Assistant Professor in Late Medieval/Early Modern Europe.
* Gordon Fraser joined the English Department in January as Assistant Professor.
* Dean Sandstrom encouraged the Chairs to nominate deserving colleagues for staff and faculty awards, and reminded them of the Feb. 5th submission deadline.
* Upcoming Alumni/Development events will be in Florida Feb. 18-24 and Arizona Feb. 27-Mar 2. Dean Sandstrom will be attending the Florida event.
* Don Schwartz, an AHSS alumnus and former faculty member at NDSU, has been selected to receive NDSU’s Bolley Alumni Achievement Award in April.
* The Joy Query Prize is being reactivated. Joy is the founder of NDSU’s sociology department.
* Dean Sandstrom asked the Chairs to submit faculty activity reports by March 1 and annual evaluations by March 12.
* Dean Sandstrom informed the chairs/heads that the AHSS Advisory Board’s Student Relations Committee would like to gather information about student needs and experiences. The dean asked the chairs/heads to provide a list of key student organizations in their departments who could be contacted by the committee.
* There will be a College Meeting January 27 in the Prairie Rose room at 3:00. The focus of the meeting will be student recruitment.
* Dean Sandstrom reminded the Chairs that he would like to attend one of their department meetings and visit with their faculty for 30-45 minutes.

Update regarding Third-Year Reviews

* The Fall Semester policy 327 reviews of chairs/head/directors is almost completed. Chairs and directors who are being reviewed this spring include Dr. Ann Burnett from Women Gender Studies and Dr. David Bertoloni from Architecture and Landscape Architecture.
* Evaluations of faculty undergoing third-year review should be completed by March 11th if possible.

Other Business

* Christina Weber and Dean Sandstrom have met with the Provost’s office regarding Digital Measures, which is the new reporting tool Academics is using for tracking Faculty Vitas. There is an extensive process with entering the data, therefore Faculty that are up for Tenure and 3rd year promotions will be the first Vitas that are keyed into the new software.
* Dean Sandstrom updated the chairs/heads about the change in NDSU’s Carnegie Classification. He will also provide an update about this situation at the College Meeting
* Dean Sandstrom asked the Chairs to submit to him a short narrative pertaining to their plans for future enrollment growth in their departments, and how the department’s enrollment and research/creative needs will affect AHSS infrastructure needs. This information will be passed onto the Provost for NDSU’s Master Plan.
* The search for an Associate Dean to replace Betsy will begin in the near future. Betsy will be rotating out of the position on June 30.
* The AHSS college website has been reviewed by students and based on their comments the website will be renovated. A committee will be formed to begin developing a new website and social media plan.
* General Education update: The Faculty Senate deemed that it wouldn’t be feasible to implement the QUEST model at this point because of Gen Ed-related barriers (categories, requirements, etc.) that exist within the NDUS system. The vertical integration that’s a component of the QUEST model is a big concern for two-year colleges, who want to ensure that their students can meet Gen Ed requirements that facilitate their smooth transfer to four-year colleges. The core questions and outcomes in the QUEST model have been approved so the key short-term challenge will be for faculty and departments to align their current Gen Ed courses with those outcomes. Dean Sandstrom and Amy Rupiper-Taggart will provide updates about this situation at the upcoming College Meeting.
* Dean Sandstrom distributed a handout that was prepared by the Graduate College regarding doctoral degree productivity and completion rates in AHSS departments.
* As part of AHSS and NDSU’s strategic priorities, all Colleges are to evaluate themselves and their graduate programs with the goal of determining what is needed to have a successful graduate program.
* The AHSS strategic planning process has been progressing smoothly thanks to the participation from the faculty. An update will be provided by Steve Beck at the College meeting.
* Dean Sandstrom would like to form a Faculty Listening Group. The Chairs were asked to email the Dean with faculty from their departments that they feel would serve the committee well.

Meeting adjourned at 4:56 pm.

Submitted by Lori Alvarez