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

Executive Council - Minutes

February 17, 2016 – 3:00 PM in Minard 204J

Present: Monique Anderson, David Bertolini, 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

*Announcements, Requests, and Reminders*

Due to the guests at the meeting, Dean Sandstrom opted not to read through the announcements listed on the agenda, but he asked the Executive Council members to be mindful of the due dates posted for faculty activity reports, chair activity reports, annual evaluation letters, and college award nominations. Dean Sandstrom also noted that Don Schwartz’s visit would occur on April 28, not April 26 as stated on the agenda. Dr. Schwartz will be receiving the Bolley Alumni Achievement Award from the NDSU Alumni Association.

*Guest Presentations*

Three AHSS Ambassadors attended the meeting: President, Matt Ellingston and Co-Vice Presidents Dareien Lund and Lis Fricker. They shared their new campaign, “Ask Me’” which is focused on allowing the college ambassadors to share information with other students about their departments and programs. Promotional posters and a video are being created to highlight the college’s programs. The Ambassadors asked the chairs and heads to encourage their student groups to have a representative attend a Students Organizations Summit, Sunday February 28 in the AHSS Conference Room. This will be an informative meeting designed to introduce the “Ask Me” campaign will be introduced and give the groups the opportunity to provide feedback.

RaNelle Ingalls and Missy DeHaan from the Office of Registrations and Records attended the Executive Council meeting to discuss Degree Tracking. RaNelle explained that there are 6 liaisons in their office that work with colleges to help with degree tracking. Currently, the Registration and Records Office is having many students walk in to seek advising assistance they should be receiving from their departmental or faculty advisors. RaNelle stated that advisors can call the office with questions, and the liaison can assist the advisor and the student via the phone call. Missy DeHaan has been the liaison to AHSS, but due to restructuring within the Registrar’s Office, she will be assisting the College of Health Professions. Moving forward, AHSS will no longer have just one liaison; instead, the departments will be divided up and assisted by 4 liaisons.

Monique Anderson distributed a brochure to the Executive Council that provided information on fundraising. The Foundation’s new CEO, John Glover, has met with the chairs/heads as he views the faculty as key for developing relationships with students who will become potential donors after they graduate. Monique asked the members of the Executive Council to reach out to her if they have ideas, needs, or questions regarding fundraising.

Linda Fricker talked to the Chairs/Heads about the AHSS Interactive Admissions Saturdays. The Theatre and Music programs are scheduled to host an event on March 5, and several other programs in the college will be hosting events on April 16. Linda stressed that the activities planned for potential students should be hands on and interactive. Faculty are also invited to have lunch with the students and their families. Visual Arts and Architecture have already hosted their interactive day, and they reported that it was a success.

Budget Updates, Priorities, and Planning

Due to the anticipated budget reduction, it is necessary for the college to review requests to hire open faculty and staff positions. Dean Sandstrom asked the unit heads to submit (by March 4) a list of any position vacancies they anticipate for FY17 along with a rationale for why these vacancies need to be filled. The rationale should include a description of the position and an explanation of how and why the hire is critical to the mission of the department, college, and university. Dean Sandstrom also encouraged the chairs/heads to discuss the number of students a prospective hire would serve and the number of student credit hours it would most likely generate for the department and college. This information is needed for all prospective hires that have not yet reached the stage of scheduling on-campus interviews.

Other Business

* Dean Sandstrom asked the chairs/heads/directors to work with their units to ensure that they had an updated description of their key duties as the unit leader. A copy of this current job description should be provided to the dean’s office so that it can be included in their personnel files.
* The dean announced that he had suspended the search for an Associate Dean to replace Betsy Birmingham due to the anticipated budget shortfall.
* The Spectrum would like to write a couple of feature articles on notable faculty and student research endeavors. The dean asked the Executive Council to provide him with pertinent information he could share with the editor of the Spectrum.
* The dean asked the Executive Council to remind faculty that it is important to use available templates when adding or changing courses in CourseLeaf and to pay close attention to detail to keep the courses from being rolled back for corrections.
* The Dean’s Office is moving forward with updating the college website and social media. Associate Dean, Betsy Birmingham is working with Jim Ross and Anne Robinson-Paul on this project. Elizabeth Crawford is also assisting in efforts to prepare content and
* The AHSS Strategic Planning committee has a draft of a plan that will be presented to the College in a special college meeting that will take place at 3:30 PM on March 23.

Meeting adjourned at 4:30 pm.

Submitted by Lori Alvarez