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

Executive Council - Minutes

March 24, 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*

* Faculty Lectureship (7 p.m., 4/4 at Century Theater), featuring Dr. Ann Burnett.
* Distinguished alumni visit (4/27-29).
* Annual evaluation letters (due to the dean by 3/31).
* Chair activity reports (due to dean by 4/1).
* Third-year reviews (due by 4/15).
* College elections meeting (3:30 p.m., 4/26, Reimers Room, Alumni Center).
* Nominations for college committees.

Matt Salafia, Director of the NDSU Honors Program, joined the Executive Council meeting and described the honors program and the chairs and heads talked about various items such as teaching load, how to count FTE, and how to arrange for faculty to teach in the program. Matt is asking for support for and participation in the honors program. There was also discussion on how to develop resources.

Dean Sandstrom discussed the DCE enrollment numbers for departments in the college. Most of the departments are close to their typical enrollments, with some offering more DCE and one department offering less.

Monique Anderson shared information on scholarship opportunities and allocations, focusing on why we are awarding or not awarding scholarships. Departments need to attempt to award scholarships if students meet the criteria. Monique stressed that departments must award scholarships to meet the donors’ desire for the monies they have contributed. There is a compliance audit coming up, and it is imperative that AHSS is doing what the MOU states. The MOU is a legal contract between NDSU and the donor which obligates us to use the funds per the donor’s stipulations in the MOU. A scholarship review system is coming in the future that will flag students and notify them of scholarships for which they are eligible. The Dean’s Office will be working with the Financial Aid Office in implementing this system.

The Strategic Plan was discussed as well as the special college meeting regarding the plan. There was disappointment expressed about the lack of productive discussion during some segments of the college meeting. Some members of the Executive Council also expressed concern about the notable gender imbalance in discussion at the meeting (i.e., senior male faculty did the vast majority of the talking). In moving forward, a the preface to the plan will be revised and expanded to describe how the document should be used.

Other Business

* Dean Sandstrom provided budget updates.
* Dean Sandstrom updated the Executive Council about activities being engaged in by the Student Relations Committee of the AHSS Advisory Board.
* Chairs were asked to let Dean Sandstrom know if they had any faculty members who might be interested in coordinating activities for the AHSS Living and Learning Community (LLC) next year. The college will probably not have funds available to support a graduate assistant to work with the LLC.
* The AHSS website will be undergoing renovation over the next several months. Angela Smith, Elizabeth Crawford, and staff from IT and University Relations will be assisting with this process
* Dean Sandstrom reminded the chairs that he would like to attend a faculty meeting in each department before the semester ends. Departments he is waiting for an invitation from include Architecture, Communication, Emergency Management, English and Sociology/Anthropology.

Meeting adjourned at 4:30 pm.

Submitted by Lori Alvarez