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

Executive Council - Minutes

May 18, 2016 – 3:00 PM in Minard 204J

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

* Dean Sandstrom commented that Anne Robinson Paul from the office of University Relations is seeking information on summer events or activities to feature in university publications. Also, University Relations will be mailing postcards featuring Michele Allen, an Architecture alumna, to all AHSS alumni in the near future.
* Monique Anderson reported that 6-7 proposals are going forward to the state for the Architecture matching grant.
* FY17 departmental equipment requests are due to the Dean’s Office by May 27, 2016.
* Annual reports are due to the Dean by July 8, 2016.
* First-year Chair evaluations will be conducted for Gwen Stickney in Modern Languages and Miriam Mara in Sociology/Anthropology.
* Policy 327 Chair/Head/Director reviews for AY16-17 went well, with all receiving positive feedback from their colleagues.

Budget and Hiring Updates*:*

* The university has to prepare a 90% budget for the state-appropriated portion of its budget. This will be done on a basis of a budget of approximately $158 million, which is the university’s budget without tuition and fees revenues. A 10% budget reduction will be $15.8 million. A 90% budget means that the university will need to cut the Academic Affairs budget about $5.5 million per year for the next biennium. Dean Sandstrom noted that about 75% of the NDSU budget is in Academic Affairs.
* Dean Sandstrom informed the Executive Council that the 10% budget reduction will mean that the college will not be able to conduct “business as usual.” Changes in practice and staffing will have to be made and difficult decisions will have to be implemented.
* Enrollment management (formerly “extra sections”) funding requests will be reviewed and allocated by the Strategic Enrollment Management committee which is co-chaired by Charlene Wolf-Hall and Laura Oster Aaland. The AHSS request for FY17 funding was $620,410 which is $239,178 less than last year.
* In light of the budget shortfall, NDSU currently has a hiring freeze. However, Dean Sandstrom has successfully negotiated approval for the college to hire Nancy Hodur as Director of the Center of Social Research, Heath Wing as Assistant Professor of Spanish, and Charlott Greub as Assistant Professor of Architecture. The Division of Performing Arts has also been allowed to hire a Technical Production Manager, and the Department of English will be allowed to hire an assistant professor and a full-time lecturer.
* Merit and salary increases are being calculated and will be submitted to the Provost’s Office in the near future.
* Chairs were reminded to spend all of their 30903 (DCE) funds by June 30, 2016.

Messaging and Website Renovation

* 5-fingered messages – Kent encouraged chairs and heads to revisit and update these messages, and to consider including them in their key communications with alumni and potential donors.
* AHSS has hired a graduate student as a content writer for the website. She will be focusing initially on the college website.

Other Business

* Dean Sandstrom encouraged the Chairs to invite Melissa Vosen-Callens, assistant professor of Instructional Design, to their Fall department meetings.
* The dean brought up issues pertaining to the cross-listing of courses at the more recent Dean’s Council meetings, and efforts will be made to make the cross-listing process easier.
* Team teaching of courses is being requested by the Jr faculty.
* ARMAC (Antiracism and Multiculturalism across the Curriculum) training for anti-racism and diversity enhancement had a great turn out for the first few days. There were 47 faculty at the training, in which 22 were from AHSS.
* There will be summer EC meetings to prepare for future prioritization and planning due to the budget.
* Digital Measures input is an ongoing process. 65 CVs have been entered by staff, and training will be held for faculty in the future. Deans will review all of the college entries pertaining to tenure and/or promotion and the Chairs will review at the departmental level.

Meeting adjourned at 4:30 pm.

Submitted by Lori Alvarez