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

Executive Council - Minutes

September 28, 2016 - 3:00 PM, Minard 204J

Present: David Bertolini, Betsy Birmingham, Jeffrey Bumgarner, Ann Burnett, Mark Harvey, Daniel Klenow, Hardy Koenig, Mark Meister, Carrie Anne Platt, Kent Sandstrom, Gwen Stickney, Michael Strand, Christina Weber, Mike Weber

**Announcements, Updates, and Reminders**

Good news items

* Anne Blankenship’s book is scheduled for release in the near future. The book is entitled *Christianity, Social Justice, and the Japanese American Incarceration During World War II.* It will be published by the University of North Carolina Press.
* On October 4th, there will be the first UNITE Dialogues event which will be a documentary shown at the Fargo Theatre. The film *Men in the Arena* will begin at 7pm followed by a Q&A session.

The newly renovated AHSS website will be going live in November. AHSS has been approved to use WordPress which will provide the home page with a new look that will be more dynamic and appealing, particularly to prospective students.

Enrollment, retention, and graduation data has been released.

* Full-time enrollment numbers for undergraduates have increased, but new graduate student enrollments have decreased. We will need to take this into account as we engage in recruitment efforts.
* The retention rate for first-year NDSU students is about 80%, which is a slight improvement from the past.
* The four-year graduation rate has improved by approximately 3%, which is good news.

A budget survey has been distributed by the Budget Advisory Committee via the AHSS listserv. Faculty and staff have been asked to complete the survey by Monday, October 3rd.

The AHSS Advisory Board has selected Steve Stark, a local artist and political cartoonist, as the recipient of the 2016 AHSS Distinguished Alumni Award recipient for 2016. The Advisory Board’s selection committee noted that the nominations were exceptional, and they encouraged departments to renominate candidates who not selected for the award this year.

President Bresciani’s State of the University Address is 9am, September 30, in Festival Concert Hall. Dean Sandstrom encouraged the Executive Council and all members of the college to attend.

The Honors Day reception is scheduled for 2:45pm, September 30, in Beckwith Hall/Challey Atrium.

The AHSS student ambassadors are requesting talking points from each department so the ambassadors know what to highlight for the college. Dean Sandstrom asked department chairs and unit heads to submit their talking points to him by October 3rd.

The National College Fair will be held in Minneapolis, October 4-5. Carrie Anne Platt will be representing the College at this event. Michael Strand (Art), Michael Weber (Music), Stacy Jordet (ALA), and Steven Briggs (CJPS) will also represent their departments.

Dean Sandstrom reminded the chairs and heads that Odney/Peltier/Waldron Award nominations are due in early December.

**Requests and Other Business**

An AHSS representative is needed for the new University Curriculum Committee. This representative is needed due to the merger of the General Education and Academic Affairs committees. The representative for AHSS will need to be a tenured faculty willing to serve for four years.

Foundation guidelines for fund disbursement are in the process of being updated. The Provost has asked the deans to ensure that their colleges abide by the proposed guidelines. Dean Sandstrom shared details in the guidelines pertaining to flower purchases and alcohol purchases and reimbursements.

The inaugural NDSU Annual Giving Day is scheduled for November 29, 2016. Faculty, staff, and administrators are invited and encouraged to participate in the giving day as donors and/or as social media ambassadors.

Policy 327 evaluations – Jeff Bumgarner will be up for evaluation in the fall of 2017 for CJ/PS.

3-minute thesis competition – Christina is in the process of forming a committee for AHSS. Brandy Randall, Associate Dean of the Graduate College, has announced that the competition will be held at the university level on Feb 1, 2017. Colleges will need to recruit students and host their competitions by November 15, 2016. Up to eight students from each college will be allowed to participate in the university-level competition.

Kent would like to see the college adopt a standardized timeline and procedure for third-year reviews. A suggestion was to add the date to the letter of appointment. The suggested completion date for this year’s third-year reviews was March 31, 2017.

Kent presented a draft of the AHSS hiring proposal procedures for AHSS. Chairs provided input on the draft and suggested minor edits and modifications, which Kent will incorporate.

**Budget Planning and Discussion**

A few chairs asked for clarification regarding some of reflective questions the Budget Advisory Group (BAG) asked departments or academic units to consider. Gwen Stickney and Dean Sandstrom addressed the questions and encouraged the chairs/heads to use the questions in a way that would be most useful to the departments, particularly in clarifying priorities. BAG is not making decisions; instead, they are gathering suggestions and sifting through the feedback they receive. They will subsequently make recommendations to the dean.

The meeting concluded with discussion about potential strategies the college could adopt to address its need to reduce salary expenditures by $181,500 per annum in the next biennium.

Meeting Adjourned at 4:40