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

Executive Council - Minutes

September 7, 2016 - 3:00 PM, Minard 204J

Present: David Bertolini, Betsy Birmingham, Jeffrey Bumgarner, Ann Burnett, Jeanne Hageman, Mark Harvey, Nancy Hodur, Daniel Klenow, Hardy Koenig, Mark Meister, John Miller, Carrie Anne Platt, Kent Sandstrom, Michael Strand, Christina Weber

**Announcements and Reminders**

* College picnic will be today (9/7) at 5:30 PM.
* Dean Sandstrom requested that the Chairs/Heads send him their department slides for the State of the College address.
* The Honors Day reception and showcasing student work were discussed. It was decided that a video would be created with around 7 students stating what their scholarship has done for them while they are at NDSU.
* AHSS and Science, Religion, and Lunch Seminar has two dates available: November 8 and November 15. AHSS has been asked to serve as a panel to share what AHSS departments can do, volunteers are needed for the panel from each of our Humanities departments.
* Social media campaign: Elizabeth Crawford’s COMM 375 class will be posting student-focused AHSS messages through Twitter, Facebook, and Instagram. The class has formed nine teams that are working with 9 different units in the college.
* Department talking points for AHSS Ambassadors/NDSU Discover – The dean reminded the chairs to submit these in the near future.
* Upcoming teaching cafés and mentoring events:
	+ Carrie Anne and Christina shared updates on their related activities. Christina requested information about faculty accomplishments for her to post on Facebook.
* Academic works and department scholarships.
* Lori gave an overview of AcademicWorks and shared that the initial setup is about complete. Financial Aid will be sending emails when the training is completed.
* Outstanding Educator Award Nominations are due Monday September 12, 2016.
* AHSS Alumni Award Nominations are due Friday September 16, 2016.
* PTE Training is being offered on September 13, 14 and 15.

**Discussion of AHSS Budget Decision-Making Processes**

The College of AHSS has developed a Budget Advisory Group (BAG) with two representative from each of the divisions in the college. The six representative are Rooth Varland and Mike Christensen (Arts), Gwen Stickney and Bruce Maylath (Humanities), Kjersten Nelson and Zoltan Majdik (Social Sciences) and Dean Sandstrom. Faculty are encouraged to submit ideas and thoughts to BAG members about how to address impending budget reductions. The advisory group will also be developing and disseminating a budget-related survey.

**Discussion of Hiring Proposals and Criteria**

Kent discussed the new approach to hiring that will be implemented on campus. He will share related details with the faculty via the State of the College Address. Kent asked for the chairs/heads to review a draft of a document that discussed hiring criteria and procedures. All colleges are reviewing and responding to this document.

**Other Business**

* Next Executive Council meeting (9/28)
* Kent will be asking the chairs/heads/directors to address the following questions at his 1-to-1 meetings with them:
1. What are your unit’s key strengths? How can you build upon and sustain these strengths even during a time of scarcity?
2. Who are the core leaders of your department or academic unit? What makes them leaders (e.g., their accomplishments, their devotion, their interpersonal skills)? Should they be the department’s leaders?
3. What are your department’s or unit’s key goals and priorities for this academic year?
4. What changes or adjustments does your department need to make, especially given current budget realities? How can you best help it to make these changes in your role as the chair, head, or director?
5. What other departments, programs, or units can your unit collaborate effectively with to build upon your current strengths and attain your key goals? How can you facilitate these collaborations?
6. How can the dean or the dean’s office staff best help you to be a successful leader this year?

Meeting adjourned at 4:30 pm.

Submitted by Lori Alvarez