

## **Minutes**

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### ***Welcome - Call to Order***

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### ***Approve Meeting Minutes***

- Minutes from November 16, 2017 were approved.
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### ***Announcements***

- Input on search for the next Vice President of Research and Creative Activities Meeting, Feb 21, 3:30pm-4:30pm, Minard 230.
  - Faculty need to complete mandatory Fraud Training, if they haven't done so.
  - AHSS Outstanding Teaching, Research, and Creative activity awards are coming up, watch for emails in February asking for nominations.
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### ***Writing Center Update***

- Enrico Sassi and Kristina Caton from the Writing Center shared information as to what the Center can do to assist AHSS. They can help faculty and graduate students across the University with writing skills. The Center has workshops available for all to attend.
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### ***Committee Reports***

- Student Progress Committee report
    - Jess Jung – Nothing to report.
  - Policy and Planning Committee report
    - Bruce Maylath – Nothing to report.
  - Curriculum Committee report
    - Mike Christensen – Committee met in January and worked on 10 proposals. Contact Mike is something needs to be moved through the system quickly.
  - Promotion, Tenure, and Evaluation Committee report
    - Elizabeth Crawford Crisp – Letters to the PTE candidates are complete and have been distributed.
  - Faculty/Lecturer Recognition Committee
    - Nothing to report.
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### ***Searches Updates***

- English Chair – Kevin Brooks, 4 finalists have been selected for on campus interviews and have been set for mid-February.
  - English Associate/Full Professor - Bruce Maylath reported that the search committee is narrowing the candidates down to a finalists list. They are looking at the latter part of February for on campus interviews.
  - Communications Assistant Professor – Stephenson Beck reported that Cheng Zeng has accepted the position and will start in Fall 2018.
  - Architecture/Landscape Architecture Assistant Professor – Malini Srivastava reported there are currently 12 candidates and phone interviews in process.
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### ***NDSU Press***

- Suzanne Kelley handed out 2 recently published books, "The Bakken" and "The Prairie Post Office" for the faculty to review.

- The faculty were asked to consider being peer reviewers for potential Press publications and to contact Suzanne if interested.
- The 2018 Press Party will be March 1, 7:00 at the Alumni Center, all are invited.
- Suzanne asked for faculty to direct students who would be interested to work as interns for the Press to her.

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### ***Teaching Cafe***

- Carrie Ann Platt reported that The Teaching Cafés currently have 2 challenges; faculty are having difficulty getting to all 4 of the cafes each semester, and the cafes are getting quite full. A future change will be that faculty will sign up for 2 cafes each semester. This will fit the faculty's schedules better and assist with number in attendance. Also a chat group will be available to answer questions.

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### ***Dean Search***

- Provost sent email announcing the times and locations for the AHSS Dean search forums and stated that the names and CVs will be posted 24 hours in advance of their individual visits. Canan Bilen-Green attended the college meeting to explain the reason for not posting this information earlier the 24 hours. Canan shared the 3 reasons for waiting to release the candidate information: the candidates may remove themselves from the search prior to arriving, the candidates may not be prepared for their home institution to know that they are interviewing, and some candidates are not prepared personally to have their names released.

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### ***Digital Measures; Christina Weber***

- 100% commitment by the University. Chairs are to use the program for annual reviews.

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### ***University Curriculum Committee News: BA Degree***

- Computer Science has asked that the Languages BA requirement be removed and replaced with 6 hours of upper level AHSS courses. AHSS is not in favor of this and the Executive Council provided Kim Bromley with key points for him to report at the University Curriculum Committee. Discussion occurred stating that a request was made to Tony Flood, a member of Faculty Senate, to add the item to the Faculty Senate agenda to develop policy and procedure for processes like this.

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### ***College Updates***

- Graduate College asked faculty to reach out to students that have visited. Also the Graduate College has funds available to colleges to request for graduate student recruiting.
- Budget update, no changes. However, the new tuition model may impact our funding. AHSS needs to keep classes full, and faculty need to help students to succeed to reduce failings. Both of these actions are to support funding.

Meeting Adjourned at 4:30pm

Respectfully submitted,  
Lori Alvarez, Secretary

Cc: President Bresciani  
Provost Ingram