**AHSS Executive Council** November 30, 2016

 3:00 PM, Minard 204J

Attendees: David Bertolini, Betsy Birmingham, Jeff Bumgarner, Ann Burnett, Mark Harvey, Hodur, Dan Klenow, Hardy Koenig, Mark Meister, John Miller, Carrie Anne Platt, Kent Sandstrom, Michael Strand, Gwen Stickney, Christina Weber

Absent: None

Guest: Charlene Wolf-Hall

**Minutes**

Agenda Item I. Charlene Wolf-Hall, Vice Provost of Academic Affairs

* Discussion of summer school – Charlene talked with EC members about summer school options and policies.

Agenda Item II. Announcements and Reminders

* New AHSS Director of Development – Will Hollingsworth, will be joining AHSS in January. He will be working exclusively for AHSS, and he will partner with Bill Law in doing development for the college. Will’s title will be Director of Development.
* Talking Points deadline is Monday December 12, 2016.
* Reminder re: fraud training/SBHE Policy 610.11. Kent asked the chairs/heads to remind their unit colleagues that this training is required by NDUS.
* The AHSS holiday party is scheduled for December 15, 2016 at the Alumni Center from 4pm to 6pm.
* Commencement will be held at 2 PM, Friday, December 16, 2016, at the Sanford Health Athletic Complex.
* Odney/Peltier/Waldron Award nominations are due December 2, 2016.
* Legislative forum and related updates were provided by Carrie Anne, who attended the forum.
* The Student Success Collaborartive (SSC) and department advisors for students exploring new majors – Two key challenges faced by the college are student recruitment and student retention. Carrie Anne pointed out that SSC is a great tool for monitoring current students not registered for spring. This tool gives faculty the opportunity to identify these students and to reach out to them. For recruitment, students can use the system to find faculty to meet with if they are considering a change in their major.
* Digital Measures update (Christina) – The Provost’s office is requesting that we use Digital Measures to prepare and submit Faculty Activity Reports for AY16-17. Christina will be providing training sessions for faculty to learn the software.
* Three-minute thesis competition – Two students from AHSS will be participating in the competition. The dean asked chairs and heads to consider how they could increase participation in the future.
* Kent was pleased to announce that Christina’s appointment as Associate Dean of faculty development has been renewed. Christina has agreed to continue serving in the position for the next two years.

Agenda Item III. AHSS Budget Updates

* BAG is continuing to meet, and they are discussing options for implementation of a 90 percent budget and for a potential 85 percent budget. Kent recapped the detail he shared at the November college meeting.

Agenda Item IV. Other Business

* SROIs – Lori asked the chairs/heads for help from departmental administrative assistants in processing these forms.
* Hiring updates – Positions that have been approved for new hires are be reviewed closely by the Provost, then the budget office. The final approval is the president. This may be a slow process as there is careful consideration at each stage of review.
* Student recruitment and retention – Dean Sandstrom reminded chairs/heads and directors that these two items should be high priorities for their units.
* Departmental mentoring – The chairs and heads shared how their departments mentor new faculty. Most departments use an informal process of mentoring rather than formal assignment of mentors.
* Department advancement materials and University Relations – Kent updated the chairs/heads about related discussions Carrie Anne is having with Anne Robinson-Paul in University Relations. It looks like we will be designing postcards to promote the departments and to push students toward website addresses where they can find more information about AHSS majors of interest to them.
* AHSS ad hoc diversity committee - Hardy will be sending an email to chairs/heads in the future that poses questions pertinent to the committee and its mission and responsibilities.
* PTE timelines – The Dean’s and PTE Committee recommendations to candidates are due December 9.
* Book recommendation: Kent recommended the following book and agreed to order it for EC members who were interested: Jeffrey Buller, *Positive Academic Leadership.* Kent noted that this book is an excellent resource for administrative leaders.
* AHSS Website update – Ben Benard has agreed to work with Angela Smith to implement the launch and renovation of the new AHSS website. It should be “on line” by February.
* 2016 AHSS Distinguished Alumnus Award recipient – Steve Stark’s campus visit last week was very successful. Kent thanked the chairs/heads, particularly Michael Strand and Mark Meister, for helping to make Steve’s time on campus go so well. Steve will be invited to serve on the college’s advisory board.

Adjourned at 4:45