**AHSS Executive Council** December 14, 2016

 3:00 PM, Minard 204J

Attendees: David Bertolini, Jeff Bumgarner, Ann Burnett, Mark Harvey, Nancy Hodur, Dan Klenow, Bruce Maylath, Mark Meister, John Miller, Carrie Anne Platt, Kent Sandstrom, Michael Strand, Gwen Stickney

Absent: Betsy Birmingham, Hardy Koenig, Christina Weber

Guest: Emily Berg

**Minutes**

Agenda Item I. Emily Berg, Director of Institutional Research and Analysis

* Emily provided Tableau training to the AHSS Chairs/Heads.

Agenda Item II. Announcements and Reminders

* The college’s holiday party will be held on December 15, 2016 at the Alumni Center from 4pm to 6pm.
* Commencement is scheduled for 2 PM, Friday, December 16, 2016 at Sanford Health Athletic Complex.
* College and departmental recruitment – Carrie Anne provided an update on the progress of postcards and informational materials being prepared by the University Relations Office. Carrie Anne has been meeting regularly with Anne Robinson-Paul from that office.
* Reminder re: unregistered students for spring – Kent and Carrie Anne provided a friendly reminder to utilize SSC to identify unregistered students and to encourage them to register for spring classes, if they are not graduating in December.
* Digital Measures (DM) and Faculty Activity Reports (FARs) – Kent shared a reminder that DM will be used for FARs. Chairs and heads need to remind their colleagues to prepare and submit their FARs via DM.

Agenda Item III. Implementation of College’s Strategic Vision

* The dean asked unit heads to prepare midyear reports about the progress their units have made in implementing the college’s strategic vision. These reports are due on Friday, Jan. 20, 2017.

Agenda Item IV. Other Business

* Thank you notes to donors - Kent checked in with department chairs/heads regarding their current practices for appreciating and thanking donors.
* Budget updates – Governor-elect Burgum seems to be suggesting deeper cuts in the state budget than proposed by Governor Dalrymple has proposed. Kent will keep unit heads apprised of budget details and potential reductions when he receives pertinent information.
* 4-year plans and graduation requirements– Carrie Anne will be meeting with departments to discuss 4-year plans of study and optimal credit requirements for graduation.
* Academic Analytics – discussion of this item was tabled until the next EC meeting due to lack of time.
* Elizabeth Crawford’s Strategic Communication (COMM 377) class and AHSS-related social media campaigns – TAG teams consisting of students in COMM 377 worked with nine units in the college to develop thoughtful social media projects designed to enhance student recruitment to AHSS majors. The TAG teams delivered their presentations this week to their classmates and the dean. Dr. Crawford has provided Kent and involved unit heads with copies of the TAG team reports and recommendations. Kent strongly encouraged unit heads to read the reports. He also noted that departments could ask him for a small amount of matching funds to implement key recommendations.
* AHSS publishing courses – Kent discussed the value of the publishing courses taught by Dr. Suzzanne Kelley, and he encouraged chairs/heads to inform their colleagues and students about these courses and the opportunities they offer. A couple of the chairs/heads also stressed how valuable the courses had been to students who had taken them last year.

Adjourned at 4:40