**AHSS Executive Council** May 17, 2017

 3:00 PM, Library 110

Attendees: Stephenson Beck, David Bertolini, Betsy Birmingham, Jeff Bumgarner, Mark Harvey, Nancy Hodur, Will Hollingsworth, Jessica Jensen, Dan Klenow, Hardy Koenig, Mark Meister, John Miller, Carrie Anne Platt, Kent Sandstrom, Gwen Stickney, Christina Weber

Absent: Ann Burnett, Michael Strand

Guests: Joe Mocnik

**Minutes**

Agenda Item I. Meeting with Joe Mocnik, Dean of Libraries

Joe shared with the Executive Council how the library could collaborate with the college. The NDSU librarians talked about the services that they offer that would serve the College of AHSS and students.

Agenda Item II. Announcements and Reminders

* Thank you gathering for EC (6:30 pm on 6/14)
* Annual reports (due by 7/15)
* Chair/Head/Director evaluation letters
* Chair/Head/Coordinator transitions (COMM, EM)
* Effective July 1, 2017, Stephenson Beck will assume the chair position in Communication and Jessica Jensen will assume the Chair position in Emergency Management.
* Policy 327 Chair/Head/Director reviews in AY ’17-18 (CJPS, Mod Lang)

Agenda Item III. Budget and Hiring Updates

* Budget Spreadsheets – will be distributed by the Budget Office soon, since there are no merit increases, the Dean’s Office will review the spreadsheets without forwarding onto the departments. The is a quick turnaround for returning the file to the Provost’s office.
* Equipment requests – if there are any additional requests, please submit them to Kent soon.
* Travel reimbursements – if travel is occurring in the next fiscal year, plane tickets or registrations can be purchased by June 30 to utilize FY17 funding.
* Promotion increases – the Provost shared that there is a 95% chance that faculty who received promotion and tenure will be receiving promotion increases.
* Staff reconfiguration and hiring process – Kent provided an update of the rehiring process.
* Interim dean search – the interim dean should be announced by next week.

Agenda Item IV. Other Business

* College welcome day plans (Monday, 8/21)
* Departments will have more one on one time with students that are interested in their programs. Carrie Anne gave an overview of how the day is planned.
* College hiring plan and priorities
* Departments need to submit to Kent any hiring needs that have recently occurred.
* Curriculum proposals
* If new courses are added, review to see if any classes can be dropped.
* Departmental 4-year plans of study (due 6/16)
* Carrie Anne is available to assist in developing the 4-year plan.
* Website renovation
* The website should be completed before Kent leaves in June.
* College priorities for next year
* Transition to new leadership.
* The search for the AHSS Dean will begin in the fall of 2017.
* Prioritizing the new hires.
* Development/fund raising planning.
* Student recruitment and retention.
* Increase sponsored research.
* Sustain gender equity and diversity in the College.
* ALA accreditation visit in the fall.
* Retention of faculty.

Meeting adjourned at 4:23 PM.

Submitted by Lori Alvarez