**AHSS Executive Council** April 19, 2017

 3:00 PM, Minard 204J

Attendees: Stephenson Beck, Ann Burnett, David Bertolini, Betsy Birmingham, Jeff Bumgarner, Mark Harvey, Nancy Hodur, Jessica Jensen, Dan Klenow, Hardy Koenig, John Miller, Carrie Anne Platt, Kent Sandstrom, Michael Strand, Gwen Stickney

Absent: Mark Meister, Christina Weber

Guests: None

**Minutes**

Agenda Item I. Announcements and Reminders

* Kent reminded chairs and heads who not yet completed annual evaluation letters of their faculty to complete those letters as soon as possible.
* This week three notable AHSS alumni will be visiting campus to receive distinguished alumni awards and meet with students and faculty. These three alumni are Lance Josal (Architecture), Isaac Long (Communication), and Julie Burgum. Julie has been an active member of the AHSS Advisory Board and the Bison Arts Board.
* Staff recognition dessert and social (2 PM, 4/20, MU Ballroom)
* College elections meeting (3:30 PM, Tuesday, 4/26). Kent reminded the EC of the need for faculty nominations for the college committees and the Faculty Senate.
* Celebration of faculty excellence event (3 PM, 5/11, MU Ballroom)
* College awards luncheon (12:30-2 PM, 5/12, Prairie Rose Room) – Awards winners will be introduced by their unit heads.
* Spring commencement ceremony (10 AM, 5/13, Fargodome). Mike Weber has agreed to serve as AHSS faculty marshal, and Alexandra Sander will be the student marshal.

Agenda Item II. Interim Dean Search

* The Provost has distributed an email inviting applications and nominations for the Position of the Interim Dean of the College of Arts, Humanities, and Social Sciences. Screening of applications will begin on April 26. The members of the search committee are Lisa Arnold (English), Mark Harvey (History, Philosophy, and Religious Studies), Michael Strand (Visual Arts), Rooth Varland (Theater Arts), David Westerman (Communication), and Christina Weber (Sociology and Anthropology).

Agenda Item III. Budget Updates, Reductions, and Implication

* Kent provided an overview of the meeting he had yesterday with college staff who are in administrative secretarial or administrative clerical positions. He talked with the staff about the budget situation, the process and criteria that guided decisions about college budget reductions, the implementation of these reductions, and how staff positions would be affected. Because of the dire budget situation, the current 8.75 administrative secretarial/administrative clerical positions will have to be reduced to 6.75 positions. Kent talked with each unit head individually prior to his meeting with the staff to let them know the purpose of the meeting.

Agenda Item IV. Hiring Priorities

* The Provost has approved the hiring of a visiting assistant professor in Communication.
* Kent has provided the provost with the college’s hiring plan and priorities for the future. The plan includes a list of the top five faculty hiring priorities, which he discussed with the members of the Executive Council.

Agenda Item V. Other Business

* “Exploring a new major” meetings – Carrie Ann asked the unit heads to let her know who would serve as the department’s contact person for students exploring new majors.
* Position descriptions

A draft of a prospective template for the reconfigured administrative assistant positions was distributed to the chairs/heads. Kent asked them to review the template and share their thoughts or suggestions regarding duties linked to the positions that serve their units.

* Class size guidelines

The guidelines for the “Prospective AHSS Class Size Policies” were reviewed and discussed. The policy will take effect Fall Semester of 2017.

* Plans of study

Carrie Ann has received positive feedback from departments when meeting with them regarding their plans of study.

* Other item?
* Kent requested nominations for student ambassadors for AHSS to be submitted to Linda Fricker by May 1.
* John Miller will be trying to arrange a meeting with performing arts leaders at the other NDUS colleges at the end of the semester to discuss potential collaborations.
* Kent informed the group that they could and should submit any funding requests for items such as equipment expenses within the next two weeks.

Meeting adjourned at 4:19 PM.

Submitted by Lori Alvarez