

**A&S Chairs and Directors' Meeting Minutes**  
**March 26, 2017**

Pere Marquette Gallery  
Meeting started 3:04 pm

**I. Announcements/Updates**

- a. Moment of Silence for in commemoration of Dr. Georgia Johnston. Memorial service planned for March 28. Donations may be made to Nature Conservancy.
- b. Emily Mahon has been hired as new CAS Develop person starting May 1, 2017. Her office will be on 3<sup>rd</sup> floor of Verhaegen.
- c. Next meeting scheduled for 3-5pm, April 20, 2017, in Pere Marquette Gallery.

**II. Deans' Updates**

**a. Jan Barber, Associate Dean for Graduate Education.**

- i. Grad Admissions lost 2 staff members. Only 1 person processing all SLU Graduate Student applications.
- ii. Fall Registration begins April 3
- iii. For those with extensions expiring in May or August, holds put on registration for future enrollment until new petition for extension is filed.

**b. Gary Barker, Associate Dean for Undergraduate Education**

- i. CAS has developed Summer Enrollment parameters – available on CAS website.
- ii. Depts. are asked to do a review of AP/IB acceptance. Associate Dean Barker will be sending out an email with formal request and links to relevant information.
- iii. Depts. must submit names of honored seniors for Pre-Commencement Program not later than March 24.
- iv. Admissions indicates they are not always getting timely response from Depts. regarding faculty meetings with prospective students.

**c. Denise Sleet, Assistant Dean for Advising**

- i. Priority registration begins March 31.
- ii. Final Year Curriculum plan is required of all current juniors.
- iii. SLU 101 registration has started; registration enrollment on part with 2016.

**d. Donna LaVoie, Associate Dean for Planning and Resources**

- i. Reminder to send list of Fall 2017 courses which do not have Full-Time faculty attached.
- ii. Review of 4000 level course enrollment begins at end of 1<sup>st</sup> week of registration. Depts. asked to engage in on-going, overall enrollment review.
- iii. Many CAS staff are being trained on Billiken Buy (new procurement system). Chairs encouraged to read on-line FAQ section and give feedback to Associate Dean LaVoie.

**III. Discussion Items**

- a. CAS Staff updates:

- i. Beth Fluhr being moved to Business and Finance.
  - ii. Marie Halstead has retired.
  - iii. Delia King will be Business Manager for Human Resources and Personnel
  - iv. Cathy Zimmer will be Business Manager for Graduate Education and Grants. She will assume Pre-Commencement planning duties.
  - v. Becky Ball will remain as Executive Assistant with duties involving event planning, CAS Awards, Mellon, rank/tenure, travel review/approval, and faculty on-boarding.
- b. The College Newsletter will be discontinued.
- c. Academic Reinvention updates:
- i. CAS Plan for Academic Reinvention was accepted.
  - ii. The Validation Process (i.e., are the Plans getting to the savings desired?) was based on FY16 spending rather than budget. Indicated an additional \$3+ million target for CAS over 3 years.
  - iii. Dean Duncan presented potential Plan to meet additional \$3+ million target. Discussion followed.

Meeting adjourned 5:09 pm

Submitted by Gary Barker, Associate Dean for Undergraduate Affairs