

A&S Chairs and Directors' Meeting Minutes
August 22, 2017

Pere Marquette Gallery
Meeting started 9:01 am

- I. **Welcome** – Dean Duncan opened with comments and prayer
 - a. New Chairs/Directors welcomed
 - b. Introductions
- II. **Announcements/Updates**
 - a. Healthcare Ethics joining CAS in the Humanities division. Will retain Center title but will function as department.
 - b. Center for Sustainability joining CAS. Will retain Center title but will not function as a department. Faculty retain home departments.
 - c. Convocation, Thursday, August 24th @ 3:00 (line up) in Chaifetz Arena.
 - d. CAS New Faculty Orientation, Tuesday, August 15th @ 12-2 p.m. (VH219)
 - e. CAS Dean's Welcome & Lunch for New Students and Families, Friday, August 25th @ 11am-12:30pm (BSC)
 - f. Dean/Department Chair Lunches will continue on Tuesdays as last year.
 - g. Summer 2017 online courses generated over \$800,000 for CAS.
 - i. Possible Reinert CTTL ongoing workshops for CAS faculty interested in online teaching. Associate Dean Barker will follow-up with Departments to gauge interest.
 - ii. Summer 2017 money likely distributed in next 2 weeks.
 - iii. The conversation regarding "requiring" students to take the course at SLU if offered in the summer will likely advance in light of expertise of newly hired SPS Dean.
 - h. *Ferguson Voices* will be exhibited in CGC in October.
 - i. Associate Dean Barber will chair a Graduate Distribution Task Force.
 - j. Associate Dean Barker will chair a CAS Recruitment Committee.
 - k. Associate Dean Barker will chair a CAS Celebration Committee.
 - l. Dean Duncan will compose an undergraduate Student Advisory Committee. He will plan to schedule regular meetings with all CAS grad students.
 - m. Associate Dean LaVoie will chair a Chair's Responsibilities Working Group.
 - n. Next meeting scheduled for 3-5 pm on Sept. 21, 2017 (location TBD)
- III. **Biology/Macelwane/STEM Building update**
 - a. Dean Duncan thanked Drs. Kennel, Marin, Downs, and Kirkpatrick for hard work over the summer.
 - b. Dr. Kennel gave update re. Biology Extension Building (BEB) classroom/lab configuration, equipment replacement, faculty office locations, etc.
 - c. Shuttle system in place to transport students to/from BEB. CAS faculty encouraged toward leniency re. tight timing of students traveling between classes.

- d. Macelwane renovation plans moving forward.
- e. Biology must vacate BEB by January 2018.
- f. Dr. Martin updated on the move of 1 Chemistry lab to Ritter.
- g. Campus Master Plan for Space will roll out Fall 2017. STEM building has been made #1 priority.
- h. Dean Duncan acknowledged support of upper administration....Registrar Jay Haugen in particular.
- i. Associate Deans encouraged dept. equipment and faculty office inventories.

IV. Deans' Updates

a. Jan Barber, Associate Dean for Graduate Affairs

- i. Reviewed Assistantship eligibility.
 - 1. 2 years for Masters students (3rd year with request)
 - 2. 5 years for PhD (6th year with request)
 - 3. Assistantship eligibility not the same as "time to degree". Students are not eligible for assistantship if time to degree has expired.
- ii. Announced new curriculum approval/revision online forms. Instructions to follow.
- iii. Dr. Barber is available for dept. visits with faculty/grad students.
- iv. The annual survey of grad students will be revived.

b. Gary Barker, Associate Dean for Undergraduate Affairs

- i. Announced changes to 2nd week course-add authorization.
- ii. Reminded re. value of having Major confirmation/request forms processed by Census.
- iii. Announced 2017-18 undergraduate policy changes:
 - 1. Grade Appeal must be made within 90 days.
 - 2. Probation enacted if semester gpa falls below 1.0.
- iv. Announced that CourseLeaf catalog software will require earlier Catalog copy review. Depts. should also develop 4-year curriculum plans by beginning of Spring semester 2018.
- v. Reminded that courses must conform to standard part-of-term dates as determined by Registrar.
- vi. Distributed HR Volunteer Form.
- vii. Encouraged depts. to establish generic email accounts.
- viii. Distributed Disability Services Attendance/Flexible Deadline Agreements. Faculty should be urged to complete with students who enact such accommodations.
- ix. Reminded that syllabi statements are posted on CAS website. Depts. should have electronic copies of all syllabi.
- x. Urged depts. to consider expanded International Baccalaureate credit. Madrid campus has particularly requested consideration by History/Math/Psychology. Review of IB/AP acceptance standards will be requested annually.

- xi. Announced all SLU course evaluations will occur thru BLUE starting Fall 2017.
 - 1. Outlined new protocols.
 - 2. Distributed standard University evaluation questions.
 - 3. No immediate plans to develop additional CAS questions.
 - c. **Denise Sleet, Assistant Dean for Advising**
 - i. Updated on CAS Advising staffing. Fully staffed.
 - ii. Distributed:
 - 1. CAS Advisors and Dept./Program Liaisons list.
 - 2. 201-17 CAS Advising Activities calendar
 - 3. 2018 SLU 101 dates
 - iii. Announced that Major Exploration is now completely in CAS Still Deciding. Tiffany Rosenzweig has been assigned to advise these students with expanded programming and “deadline” for major declaration
 - iv. Summer Major Confirmation and request forms have/will be sent to depts.
 - v. Announced October 31 Major/Minor Fair which requires dept/faculty participation.
 - d. **Donna LaVoie, Associate Dean for Faculty Affairs and Resources**
 - i. Discussed Outcomes Assessment
 - 1. Distributed University-wide Assessment standards (standards for assessing dept. assessment plans). Will email.
 - 2. Minor Assessment Plan emailed previously. Due by Dec. 1, 2017.
 - ii. Shared HLC assessment expectations for SLU by Sept. 2018.
 - iii. Annual Program Reviews have evidenced dept. need for:
 - 1. Strategic curriculum design.
 - 2. Clearly articulated recruitment/retention plan.
 - iv. Announced Stolle Fund Application Guidelines
 - 1. Application guidelines will be emailed and posted to CAS website.
 - 2. Dept. and individual faculty projects eligible for awards up to \$2500 (typical award will be \$500)
 - 3. CAS plan is to spend approximately \$50,000 per year until Fund is depleted.
 - v. Announced Knoedler will fund will expand to include graduate students (with undergraduates remaining the priority).
 - vi. Mellon Grant guidelines missing from CAS website...working to correct this.
 - vii. CAS will provide \$250 (per full-time faculty member) for faculty travel.
- V. **University Core Curriculum Learning Outcomes/Committee Process**
- a. Dean Duncan thanked Core Curriculum Working Group (CCWG) members for work of last year. Reviewed work of CCWG and favorable vote of Faculty Council re. proposed Learning Outcomes.
 - b. Joint Faculty Senate-Provost Task Force on the University Core Curriculum and Shared Undergraduate Experience endorsed the CAS 8 Learning Outcomes and recommended a

9th to the Provost. The Task Force also made recommendations for creation of a University Undergraduate Core Curriculum Committee (UUCCC).

- c. In Fall 2017, all SLU Colleges/Schools will be asked to provide feedback on proposed 9 Learning Outcomes and UUCCC structure/authority/etc.

VI. Academic Reinvention Phase II

- a. Dean Duncan distributed:
 - i. FTE Methodology
 - ii. 3/24/17 memo to Provost
 - iii. Example of proposed FTE methodology as applied to an anonymous dept.
- b. Need to develop a methodology to determine how CAS delivers the approximately 22 positions we promised to forgo replacing over the next 3 years.
- c. Proposed FTE Methodology is an initial attempt to facilitate the conversation of dept. “right-sizing”. Methodology inspired by Academic Analytics.
- d. Discussion consensus was that focus on need of positions is preferred to focus on individual faculty member productivity.
- e. Dean Duncan requested that chairs send him a paragraph recommending an approach to the “right-sizing” question.

VII. CAS Campaign Priorities and Fundraising Efforts

- a. Dean Duncan distributed CAS Development Case Statement draft (2 additions yet to come).
- b. SLU Capital Campaign still in silent phase – public launch likely Fall 2017.
- c. Proposed Center for Humanities already has \$2 million gift.
- d. \$50,000 already gifted to Learning Abroad.

VIII. Transforming SLU Initiative

- a. Transforming SLU Initiative presented to President’s Coordinating Council at end of Spring 2017.
- b. Doug Williams will lead Transforming SLU Initiative over the next 3 years. 6 faculty members were chosen over Summer 2017; charged with exploration of alternative college/school organizational structures for SLU.
- c. Doug Williams presented initial findings and potential organizational structures to President/VP’s/Deans in early August 2017.
- d. Discussion ensued regarding process, need, goal and timing of potential restructuring.

Meeting adjourned 3:58 pm

Submitted by Gary Barker, Associate Dean for Undergraduate Affairs