A&S Council Meeting Notes

Monday, Dec. 9, 2019

3:30pm Drake Room, Olmsted

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In attendance: Godfried Asante, Maria Bohorquez, Curt Cardwell, Kevin Carlson, Ann Cravero, Ellie Falter, Gesine Gerhard, Erin Horst, Yasmina Madden, Tom Rosburg (late), Nanci Ross, Mark Vitha

* Call to order
* Motion to approve minutes—Erin moves, Ellie seconds, all approve, motion passes
* New business—Math curriculum change not yet approved by Cabinet so hold off until next semester
* Report from Dean
	+ Search updates
		- Budget Manager, Ashley Rasmussen (currently Iowa State Budget Manager) hired, will start on January 6
		- Office Manager/Marketing Coordinator—lobbying for that new position for hire in spring; will also cover staff management, travel reimbursement, etc.; chairs were told about new position at last week’s chairs meeting
		- Medbury/CS admin—search committee is meeting about it, will hopefully start in early January, 40-hour instead of 32-hour position
		- Faculty searches
			* Two offers for ABA but both declined, continuing down the list
			* PSY Counseling hoping to hire this week but two already dropped out
			* POLS also hoping to make an offer this week
			* CS making two offers this week
			* Biochem making an offer this week
			* Other searches continuing into the spring
	+ FAC office moves
		- Budget Manager and Maria Bohoroquez will move into Dean’s Suite
		- Assistant Deans will move into hallway by Natalie Bayer for new Student Support area
	+ AI Program previously approved in Council—waiting for Academic Deans approval, working on enrollment prediction to create budget, looking to be sustainable by year three
	+ 4+1 Psychology and Counseling Program—still finalizing
	+ Budget Town Hall and Provost Social on December 18
	+ Admissions update
		- Funnel—working toward 390 admits, currently at 28
		- 49 A&S faculty phone calls scheduled (out of 50-something university calls)—previously 50-70% yield from those contact points
		- New effort of Dean emails to admitted students and their parents
		- Working with marketing to adjust digital ads
* Report from Committee Chairs
	+ Academic Integrity, Curt Cardwell, Chair—one case in progress
	+ Technology Planning, Maryann Huey, Chair (report via email, shared by Ann)
		- Committee hasn’t met since last Council meeting
		- Students are being impacted by EduRoam issues (Chris Gill told Gesine those students should contact the helpdesk for troubleshooting because usually an issue with individual settings) and not being able to use ShareLink, especially in CS and SCB—will be resolved during January
		- Technology Usage Survey for A&S faculty will be distributed mid-January to early-February
	+ Diversity, Yasmina Madden, Chair
		- Continuing to work on making the website more of a resource
		- Working on resources for non-English speakers and on engagement with student organizations
		- Continuing to discuss the memo discussed previously (and below)
	+ Curriculum, Mark Vitha, Chair
		- No new courses or course changes
		- Wondering why programatic changes don’t go through Curriculum but straight to Cabinet even though those usually involve new courses/course changes—look into handbook and faculty manual to find out why it was set up that way; Mark and Ann will meet to discuss
* Old business—Diversity and Bias Training Memo
	+ Last Council meeting voted to approve committee’s first recommendation with Jill Allen’s addendum but addendum was ambiguous so Yasmina, Ann and Jill discussed and updated
		- Should note two distinct issues of concern
			* Structural changes to the P&T process regarding the recognition and evaluation of work (only this one would need to be addressed by Faculty Senate)
			* Social acceptance and inclusion of traditionally underrepresented groups
		- Ann will take Jill’s addendum with updated language to Faculty Senate President to get them to create an ad hoc committee
		- Vote to approve addendum’s updated language—all approve
	+ Tabled discussion of Jennifer McCrickerd’s addendum and P&T committee requirements
		- There are no guidelines/procedures from Office of Equity and Inclusion so addendum language isn’t relevant
		- Erin will be working on guidelines over the summer along with Faculty Senate to get training/workshop in place
		- In the meantime, Erin could do some training with chair of each P&T committee to speak to those issues on a case-by-case basis
		- Trained Equity Action Partners
			* Erin told Yasmina A&S doesn’t have one but could refer to Wayne in SOE and/or Anisa in CPHS until A&S fills that role (ask Erin about how that position gets filled)
			* Chinatsu Bachmann Sazawa is listed on the website as A&S’s but maybe recommendation didn’t get finalized
			* Make chairs aware of this resource—how do we make P&T committees aware of this?
			* Should be a yearly practice
				+ Erin or EAP speaks to each P&T chair or whole P&T committee (depending on chair’s preference)
				+ Not enough for Erin or EAP to speak only in chairs meeting and expect information to trickle down
			* Invite Erin or EAP to next Council meeting for guidance and discussion
		- There’s an awareness of hidden work but not how to actually identify it in P&T so training would help—chairs need to know about this from the beginning, not just at the time of P&T
		- Yasmina will ask Erin to suggest three or four articles/papers
			* How can we get all members of P&T committees to read and discuss them before starting deliberations?
			* Can the Dean or Council just tell each P&T committee chair to submit a signed statement that all members of P&T have read and discussed the assigned resources? Or reach out to Erin to get training and resources?
			* Council has the power to establish and maintain policies for the college, but P&T is heavily regulated by handbook, but something needs to be done to show Drake’s commitment to equity and inclusion is real and concrete (not just a statement on the website)
			* Can we just require all A&S faculty to read the acticles over break and have each department discuss them at their first spring department meeting?
		- There is training available right now at college level so just need to figure out language to make that training happen (it will take longer to get training implemented at university level through Faculty Senate)
		- 3.3.22A in handbook (page 13) says Dean needs to approve P&T committees at department level—Gesine could reject all current guidelines and make them go back to add equity requirements
		- Gesine will talk to P&T committee about reading resources or bringing in Erin or EAP to have a discussion before the start of the process (early fall) to make it a priority
* Motion to adjourn—all approve, motion passes