

College of Arts & Sciences
Chairs' Meeting Minutes - October 5, 2011

The Dean began the meeting promptly at 3:00 p.m. with a discussion on enrollment targets for the next academic year. The targets are essentially the same as last year, 1100 freshmen and 500 transfers. We are anticipating an influx of students the following year due to addition of the new science building. Individual departments were mentioned for going above and beyond with recruitment. The issue of how to list targets for Musical Theatre majors is under discussion by the Enrollment Management Committee. Also of note, the University will be home to 80+ Korean students this spring. They are engaged in a 1+3 program. It will be interesting to observe a new campus climate.

From the Agenda, the following was then discussed:

1. *College of Arts & Sciences Research Day* – There has only been one person to volunteer to assist on this. John will be reaching out further to chairs on this.
2. *Faculty Authors Book Reception* – Will be held on October 13th, any faculty who have published since 2008 should participate and provide the Dean with a one paragraph book description by 10/10/11.
3. *Holding Open House on Saturday of advising week* – Bob Booth led a discussion regarding Saturday participation in Open House by department faculty on an already taxing week. Others agreed that this is an extremely busy time for faculty and feel that Open House deserves a lot of devotion as well. John indicated that it may be due to the difficulty of getting rooms on Mondays, but will open dialogue with Admissions regarding the possibility of avoiding advisement times for Open House in the future.
4. *Ingrid Johnston-Robledo, Assistant Dean, & Marissa Cope- Report on Academic Assessment.* Ingrid and Marissa discussed the Assessment Report Feedback Form and how it is used to indicate trends in assessment reporting by the departments. What they are seeing is that there seems to be some confusion regarding the departmental goals section due to terminology and that SLO's could definitely be stronger across the college. Chairs are asked to look over the assessment feedback form and discuss it with their faculty.

Ingrid thanked everyone for their continued compliance to these assessment steps and asked that those who have not submitted their learning goals to her, to please do so as soon as possible. Feel free to schedule a consultation with her and/or Marissa for assistance. Ingrid has not received everyone's syllabi for this semester yet either, so if you haven't sent them to her yet, please do so.

Updated Assessment Plans are due to Ingrid by November 15, 2011.

When sharing best practices, they noted that the link to the Assessment website from the CIS Department website was very positive. The assessment webpage now has some great resources to view, so everyone should check that out.

5. *Capstone Courses.* A general discussion of capstone course offerings ensued. Dean Kijinski would like a sense of what majors will be capable of doing after completing a capstone course, and he will be discussing this individually with each Chair during the next round of standing meetings.

Tom Loughlin indicated that students in the arts have always used performances as a means of showing what they have learned. This is a very concrete way of measuring achievement for the BFA Student. However it is not as measurable for the BA student.

Should non-majors be excluded from capstone courses? Should only seniors in the major be eligible to take a capstone? Dr. Kijinski would love your feedback.

6. *Associate Dean Update - Course / Program Proposals.* The following is a list of course proposals that were reviewed, approved, and sent to the Academic Affairs Committee during the month. Each can be viewed on the A&S Chairs Angel Group Content.

- COMM 440 – 10/3/11
- CHEM 291 – 292
- CDS 323
- CDS 589
- CDS 328
- CDS 329
- CDS 330
- CDS 331
- CDS 432
- CDS 530
- CDS 582
- BIOL 435

The following is a list of course/program proposals that were discussed during this meeting, subsequently approved and shall be forwarded to the Academic Affairs Committee in the near future. All are available in the Angel Group as well. Note: further discussion regarding cross listed courses needs to occur.

- INDS 106
- HIST 206
- African American Studies Humanities Proposal & sample syllabus (Gen Ed)
- BIOL 438 New Course Molecules and Medicine
- BIOL 450 Molecules Medicine Syllabus
- BIOL 538 New Course Molecules Medicine Grad
- BIOL 550 Molecules Medicine Syllabus
- BIOL 480 New Course Molecular Biology of Disease
- BIOL 480 Syllabus
- BIOL 580 New Course Molecular Biology of Disease
- BIOL 580 Syllabus
- CDS 584 New Course Speech Sounds Disorders and Language Intervention
- CDS 584 Syllabus
- ESCI 310 Course Change
- ESCI 410 Course Change

7. *Announcements.* DSI procedures and privacy issues was brought up. It seems some departments keep merit and praise private, while others use transparency without issue. Since whether or not to award DSI is a group decision it is necessary to announce the pool, but individual awards are not usually made public. However public knowledge gives one the basis for an appeal.

Other announcements included that John and Tom Loughlin are both serving on the presidential search committee. An outside search firm has been hired via the bid process by the college council in executive session. Finally, congratulations to Roger and Ingrid as they have been reappointed to a third year.