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College of Arts and Sciences: College Council  
Meeting Minutes

College of Arts and Sciences (COAS)

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1-20-2011

## College of Arts & Sciences Council Meeting : 2011 : 01 : 20

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Faculty Council Meeting – Jan. 20, 2011, 11:45-1:15

MINUTES

Present: Susan Allen, Chair; Kathy Arthur; Joseph Dorsey; Ella Schmidt; Barnali Dixon (Note: This did satisfy a quorum, defined as a majority of the 9 Faculty Council members)

Dec. Minutes approved without changes

Report from Faculty Senate –

- Susan reported for Melanie R. that their main focus continues to be streamlining the committee structure

Winter Faculty meeting -

- Announcements?
  - Several campus organizations, such as the Counseling & Wellness Center and Civic Engagement, have asked to make announcements at the beginning of the meeting.
  - Faculty Council members agreed that announcements would take time away from the Visioning focus of the meeting and that the upcoming All-Faculty Meeting was a more appropriate venue for these announcements.
  - Susan will contact those who have requested to make announcements and let them know that will not be possible at this meeting.
- Structure for vision overviews from Chairs (and Program Directors)
  - Susan presented that at least one Chair has requested to share his presentation time with the program coordinators in his department. We agreed that was fine as long as they fit the presentation into the allotted time.
  - It was decided that each department will have 8 minutes to present. Susan will notify the chairs.
  - We decided on the following structure for the 1/28/11 CAS Faculty Meeting:
    - Departments will sit together at designated round tables throughout the meeting.
    - The first hour of the meeting will be for individual Department presentations. Susan will notify Chairs to submit a summary of their presentation to her by Thurs. 5pm, the day before the meeting. A copy of all department visions and of the CAS vision will be available at each table.

- During the last ½ hour of the meeting, lunch will be served and departments will brainstorm the answers to the following two questions (available on their table):
  1. How does your department's vision fit into the context of the missions of other departments and of the CAS vision? (E.g. points of connectivity with other departments and CAS as a whole.)
  2. What are your strategies to meet your goals within this whole college/multi-department context?
- Follow-up by Faculty Council after the meeting –
  - Susan will have the brainstorming answers scanned and sent to all Faculty Council members
  - At the Feb. FC meeting the FC will review the answers and decide on the next step, which may involve another meeting that promotes more between-department interaction. Another possible goal is to present our visions/ CAS vision to Administrators.
- Minutes/ Report to those who cannot attend
  - Arrangements being made for Jennifer Woroner to take minutes
  - We will also have the written visions from the departments and their brainstorming notes.

#### Procedures for 2010 Teaching Awards

- Susan and Ella volunteer to be on an Ad Hoc committee to review CAS Teaching Award applications at the end of Feb. Susan will solicit an additional volunteer from those not present today. [Martine agreed to be on the committee as the third member.]

#### Old Business

- Re-schedule meetings for this semester as this time is not working for at least Martine & Seth
  - Those present are able to meet on the second Friday of the month, 1-2:30, so the next meeting would be Friday, Feb. 11
  - Susan will poll those who are not present and notify Council members of the times and place for this semester's meetings.
- There needs to be an ad hoc committee, probably comprised of Chairs and FC members, to review the CAS T&P procedures as circulated to faculty going up for T&P to be sure they are in sync with our revised bylaws. Susan will contact Pat White to clarify the specific documents that are the responsibility of CAS.

## New Business

- Ella was requested by Noreen N. to serve on the system-wide Academics and Campus Environment (ACE) Workgroup. Ella told Noreen that she is unable to serve due to other commitments. We discussed that Rick Smith, Chair of Faculty Senate, in consultation with Susan & Martine, asked Barnali to serve on this same committee as the CAS representative. Appointing this person seems like the role of the Senate not of the Administrators. Susan, Ella, and Barnali will be in touch with Rick to clarify.

Next meeting was tentatively scheduled for Feb. 11, 1-2:30.