**A&S Council Meeting Notes**

**Monday, Dec 7, 2020**

**3:30 pm** [**Virtual**](https://drake-edu.zoom.us/j/88938443277)

In Attendance: McCrickerd, Klinge, Crowell, Kaplan, Newman, Allen, McCoy, Mori, Luttrell, Crowell, McCarthy, Huey, Falter

**Call to Order**

**Approval of Minutes**

Monday, November 16, *see attachment*

* + Approved unanimously

**Report from Council Chair**

* SCS has asked to remove the Geography minor from the programs
* Moving forward with the evaluation of the Dean, should be employed in the middle of January.

**Report from Dean**

* Early in the cycle; been doing spotlights including STEM@Drake, Politics Day, and Theatre, Health Professionals Day. The turnout for these events has been very high this year
  + Application count is up from last year. Budget target is 750, total target goal is 800. A&S target is 390. 42 deposited already. NAS applications are up this year as well.
  + Questions; retention of current/first year students. Higher number of not-yet registered students; some are holds, but there are some concerns. Worried about the long break. Hoping to do work with the students, like the Front Row @ Drake events over the next two months to get people engaged.
* Hiring update; finalized three hires
* Working on spring planning, looking at low enrolled classes, working on FY22 planning this week as well

**Report from Student Senator**

* First A&S student newsletter first came out, hoping that will work with joining students together.
* A&S student advisory board met before Thanksgiving, talking about community.
* Student senate is still working on what to spend their funding on.

**Report from Committee Chairs**

* Tech Committee-two things that were follow-ups; instructions on how to reduce data usage in Blackboard (all courses should be under 5GB); no limit on Panopto ; student wifi, have to request Ethernet cable to turn it on in there room, will need their own Ethernet cable.

**Curriculum Committee Recommendations**

* **New Courses**
  + MUS 062- splitting MUS 061 to two courses.
* **Course Change Proposals**
  + MUS 061
  + POLS 109, 121, 123, 131, 169, 170, 171, 173, 180, 181, 182, 183, 184, 190
* Approved unanimously

**Discussion of amendment passed last meeting re: Vice-Chair**

While we passed this amendment: “The Vice-Chair will serve as an *ex officio* member to Chairs’ meetings to facilitate communication between Chairs of Departments and Council,” and we need to get this out for a full A&S faculty vote to make it new policy, apparently, no codified requirement for Chairs' meetings exists in the handbook. Chairs’ meetings are at the discretion of the Dean and common practice but not required.  Given no mention of Chairs’ meeting with the Dean in the handbook, it’ll be unclear to what this amendment is referring.  A handful of ways exist to address this, but I’ll just leave it up to your creativity to bring something to the table and we can discuss.

* Could rework it so that the Vice-Chair will be invited to any chairs meetings.
* Put a requirement that chairs meetings have to happen in the handbook
* Discussion: will write up different wording for the handbook; may need to be included in the chairs’ responsibilities.

**Discussion of A&S Faculty Awards**

Gesine has suggested we look at the requirements and instructions given for the different faculty awards in A&S (I’m attaching the relevant aspects of the handbook).  They are inconsistent and makes sense to look at them and decide if we want to keep, alter or eliminate the inconsistencies

* TOY requirements were set by Sue Wright when the award was created
* Hard to get nominations for the awards, and the Stalnaker Lecture award description is small and what the lecture should be. How should we bolster the nominations and the description?
  + Maybe open up nominations for the Stalnaker Lecturer to students. What are the relevant criteria, too open? How do we get the criteria? Categories?
  + Should there be an incentive to nominate?

**Moving forward on course evaluation discussion**

* Ellie Wolfe has offered to work on this outside of Council. Will ask for copies of course evaluations for different classes; some departments have the same for all courses, and some have one for each course. What sort of feedback can we get back on evaluations, and how to reduce bias.

**Moving forward on Chairs responsibilities discussion**

* List of responsibilities were created by an ad-hoc committee in regards to compensation for the chairs. Is there anything missing from this list? Will be reaching out to the chairs to see if there are any comments. Request for clarity of chair’s responsibilities and if there is a limit to what chairs should be required to do beyond those responsibilities. Are some faculty are doing what should be the chair’s responsibilities. Will lead to the evaluation of the chairs

**Adjournment**