

**CAS Dean's Council Meeting
Draft of March 6, 2019 Minutes**

Attendees

Dr. Patricia Behre, Chair of the History Department
Dr. Angela Biselli, Chair of the Department of Physics
Dr. David Crawford, Director of International Studies
Dr. Ryan Drake, Chair of the Department of Philosophy
Dr. Robert Epstein, Chair of the Department of English
Dr. Dina Franceschi, Chair of the Department of Economics
Ms. Stephanie Gallo, Director of Career Planning for CAS
Dr. Sean Horan, Chair of the Department of Communication
Dr. Matthew Kubasik, Chair of the Department of Chemistry & Biochemistry
Dr. Janie Leatherman, Chair of the Department of Politics
Ms. Andrea Martinez CAS Senior Assistant Dean
Dr. Margaret McClure, Chair of the Department of Psychology
Dr. Eric Mielants, Chair of the Department of Sociology
Ms. Kim Nickolenko, Director of Career Engagement, CAS
Dr. Elizabeth Petrino, CAS Associate Dean
Dr. Shelley Phelan, Chair of the Department of Biology
Dr. Marice Rose, Chair of the Department of Visual & Performing Arts
Dr. Glenn Sauer, CAS Associate Dean
Dr. John Slotemaker, Chair of the Department of Religious Studies
Dr. Joan Weiss, Professor Mathematics, representing the Department of Mathematics
Dr. Jiwei Xiao, Chair of the Department of Modern Languages & Literatures

Regrets

Dr. James Biardi, Director of Environmental Studies
Dr. Irene Mulvey, Chair of the Department of Mathematics
Ms. Saadia Rafiq, CAS Assistant Dean

Guest: Ms. Lynn Kohn, Registrar

1. **Approval of Minutes from February 6, 2019**

Motion: Dr. Mielants moved to approve; Dr. Behre seconded; all were in favor.

2. **Registrar** Dean Greenwald introduced Registrar, Lynn Kohn who gave an update on changes and modernization to the registration system.

- Billing: starting in Fall'19, PT & FT students will be housed under the one College this will alleviate change of school forms and will capture all students in one query.
- Registration: We will no longer use time ticketing. Registration will open to all rising seniors at the same time 7:00 a.m. on April 9th, followed two days later by rising juniors, etc. Student athletes register before their class. Registration remains open until add/drop ends.

- Waitlist: when a seat opens the first student on the waitlist will receive notification, then has 48 hours to register until the next student on list is notified. Students are no longer able to register for a course and waitlist for a duplicate section.
- Cap courses accurately – no more adding over the cap. You can save a certain number of seats for major/minor students (notify Michael Flatto).
- Currently, students are able to register for 20 credits with the intent of dropping a course during add/drop; this process takes course availability away from another student. In the future, Ms. Korhn would like the process changed to Dean's office approval needed for students registering for over 17 credits.
- Class standings: we are changing classification back to the standard to comply with Federal Aid. The class standings are returning to 0- 24 credits for freshman, 25 -59 sophomore, 60 – 89 junior, 90 + for senior.
- Graduation audits: Ms. Kohrn said in conjunction with Andrea Martinez, Susan Bickel in the Registrar's office did all the graduation auditing for CAS undergraduates. Susan provided Andrea with a report of students in good standing and students that have outstanding items. In April, Andrea and Susan will run a report for junior review to provide rising seniors time to work with their advisors. Ms. Martinez emphasized the importance of advisee meetings and conversations need to happen so students are aware if they are short credits, courses for their major or core courses.

3. **Strategic Planning Update:** Dr. Petrino said based on the last College faculty meeting we have four strategic planning goals in place which are posted on Quip. We have a plan to have the goals revised and built out with sub-goals and one action item per goal. We are looking for two representatives from each department to volunteer to work in groups of six with the school directors and Associate Deans to develop goals further. We are partnering with the CAE. The timeline is as follows:

- March: working groups will meet to revise goals and create an action item.
- Student focus groups: two undergrads from each dept. and one graduate student from departments that offer graduate programs (Chairs to send Dr. Petrino student names)
- Alumni survey
- Plan to have the results from the working group at the last CAS faculty meeting
- April: Town Hall to hear from staff, part-time faculty and other groups

4. **Assessment Update:** Dr. Sauer said the NEASC report from April 2018, indicated in spring 2020 we are to submit a report detailing how we are comprehensively assessing student learning across the institution including the core. Last year we created a standard template for assessment reports for departments to submit. These were due October 31 but we only received a few and we extended the deadline. This year the deadline again will be October 31 with no extension. The Provost office is looking for a report from the Dean's office by November 1. Please start planning early for the '18 – 19 assessment report.

- Templates are due to the Dean's office by 10/31/19.
- If the template does not work with your department's plan, we can work with your process.
- Dr. Sauer will be providing feedback to departments from this year's report. If you would like to meet to go over the report, email Dr. Sauer.

- The department should have an assessment committee or a small department should have an assessment chair but it should not be the Department Chair. The five year report is due fall 2020 and the next full evaluation is 2027with NECHE (formerly NEASC.)

5. **Facilities:** the Dean said those in Canisius will likely be moving out of the building during senior week. A move management firm has been hired and an email will be forthcoming with timelines of:

- Box deliveries
- Moving dates
- Temporary housing

Dr. Sauer said when the boxes arrive faculty are responsible for packing their office. The Program Coordinators are not to pack faculty offices. You do not need to carry boxes; movers will move the boxes to storage and return them when the renovations are completed. Dr. Xiao asked if CNS 15 will be renovated, as it currently has two small screens but needs to be changed to one large screen to show films. Dr. Leatherman said she teaches in CNS 10 and has trouble with technology and connecting to the screen. It has been an ongoing issue in that classroom and IT have not been able to solve it. The Dean said he will look into fixing these issues and said when there is a consistent issue with a classroom to let the Dean's office know.

Dr. Sauer gave the following updates.

VPA:

- PepsiCo theatre will be ready after spring break.
- The music rooms in Jogues will be vacated
- Canisius will house part of the music program in the ground floor (after the renovations are complete).

Bannow modifications on second and third floors for:

- Changes made for safety concerns
- Created lab spaces
- Update the core science lab and the A & P labs
- New office space and lab space for new hire in Psychology

Library:

- New innovation lab being created replacing old computer lab

Announcements: Ms. Martinez said we are having an advising workshop refresher more details will be sent out through orgsync. Please notify your faculty. The workshop will be on academic policy updates and best practices for advising. We will end with Kim Nickolenko and Steph Gallo sharing strategies for faculty discussing career and development with students.

Ms. Martinez said we are creating a student advisory council and a call to nominate students will be sent out in the coming days.

Motion to adjourn by Dr. Crawford; seconded by Dr. Epstein; all in favor.

Meeting Adjourned at 4:55 p.m.

Respectfully submitted, Fran Yadre