Meeting minutes for College of Arts and Science Council
Friday, January 17, 2014, 2:00 – 5:00pm
Building 12, Alumni Room

Members Present: Raid Amin, Disraelly Cruz, Joanne Curtin, Bilal Gonen, Steven Hood, Jason Ortega, Robert Philen, Anthony Pinto, Aaron Wade, David Earle, Brian Hood, Kristin Danford

Absent: Zhiyong Hu, Jia Liu

1. Call to order
2. Dean’s Office report Mike
   a. Asked chairs look at low enrolment courses
   b. Deans office reviewing and updating faculty files related to SACS
   c. Dean has forwarded Tenure and Promotion portfolios to provost office.
   d. Provost ask departments to review departmental bylaws particularly Tenure and Promotion section.
      i. Dean will meet with chair to do case studies.
      ii. Reminded us that bylaws mainly read be people who don’t know the disciple specifically the Tenure and Promotion section
   e. RAC Applications due 1 Feb
   f. CMS migration of UWF web site
      i. All web site must conform
      ii. Web address are changing but permanent redirect of most old addresses
      iii. Deadlines – beta launch Feb 16, final launch April 14
   g. Provost console convening retreat for reorganization including deans, Faculty Senate Representative and other relevant representatives.
   h. Dean’s office working on document related to High Impact Practices including definition of what constitutes a High Impact Practice such as definition. One complete will ask Departments to provide examples of current High Impact Practices.
   i. Form to report internships is required. Form’s purpose is to report student participation for liability insurance, legality of other state’s laws and funding related to community engagement.
   j. Conflict of interest forms must be completed.
   k. Encourage Volunteer for the Presidential Scholarship Competition and science fair judges
   l. Had discussion with Chairs concerning his proposal to provide chairs with adjunct and Graduate Assistance Funding and allowing the Chairs to manage it as they see fit.

3. Associate Dean Eman El-Sheikh report
   a. Stem Retention workshop February 28
   b. Free Speech talk March 19,
   c. Development of Leadership class, parts 1 and 2, January 30 and February 27.

3. Adoption of the Agenda. The agenda was approved with no objections. Available online on the CAS Council Web site.

4. Approval of Minutes from November’s meeting.
4. Announcements from CAS Council Chair
   a. Provost committee Distinguished Faculty Award needs CAS Council representative for meeting Feb 3rd 2pm. Aaron Wade volunteered.

5. Subcommittee and other committee updates:
   a. Elections - Election discussion tabled until reorganization approved and direction on how to proceed is provided
   b. College Personnel Committee
      i. All Chairs - Provost citizen awards to department for highest faculty attendance at graduations.
      ii. Top awards - $1000.00 per faculty attended
      iii. Departments with at least 50% attendance -$1000.00
      iv. Two top award categories, large and small departments
      v. Social Work received large award.
      vi. Research and Advanced Studies received small award.

6. Old Business
   a. Finalization of Subcommittee Assignments – Elections – on hold
   b. Unscheduled teaching activities and Chairs’ evaluation
      i. Graduate Council recommended thesis advising compensation plan, which is a course release for every 3 complete.
      ii. General recommendation read.
      iii. Letter from council to Provost’s Office in support of this proposal was approved. Chair will draft letter for next month’s meeting.
   c. Financial Aid issues
      i. Chair did not get to talk to Financial Aid department regarding students receiving funding for class resources (books, web site etc) very late.
      ii. Issue is resolved as not an issue in the spring term.
   d. Dean dropped idea of CAS Council reviewing bylaws.

7. New Business - No new business

8. Concerns of the Council / Open Forum

9. Adjourned