

CHBS Leadership Team Meeting Minutes

Wednesday, 11-30-2016

Dean's Conference Room, HB 3030

Attendees: Kate Hawkins, Paul Thomas, Paul Witkowsky, Carter Turner, Jeff Aspelmeier, Matt Smith, Kim Gainer, Steve Owen, Beth Lyman, Sharon Roger Hepburn, Rosemary Guruswamy, Paige Tan, Deborah Kitts (served as recorder for the group).

Absent: Kerie Benson & Stacey Griffin (attending conference).

Called to order 2:02 p.m.

Guest: Eric Snow, Starfish implementation team & Faculty Liaison

Talking about flags in Starfish:

- A year ago, prior to Starfish, using Agile Advisor to submit alerts, also using Banner, only 120 alerts raised
- Since implementing Starfish to October 10, 400 flags raised, since mid-term survey, 3,000 flags, 7,500 kudos, can be multiple flags raised on one student
- Initially faculty advisors were to handle flags but it was decided that the professional advisors (18) were to handle them – overwhelming to do
- There are not enough people to handle this – still over 2,000 flags to be closed
- Attendance concern, in danger of failing, missing/late assignments, no show
- Matt raised a concern about faculty disengaging
- 32 ENGL faculty, 20 use it on a regular basis
- HIST use it for students not coming to class, documenting they didn't come and didn't turn in papers
- CRJU use it for advising notes and appointments; students don't know it is there and don't know how to use it
- Eric explained that training was being done in UNIV 100
- Perhaps move the initial Starfish survey out past census date
- Is there a way to notify faculty when a student withdraws from a class?
- We need to triage those students with multiple flags first and then handle those with fewer flags
- It was suggested that every College should hire another person for just for retention/flags
- A common set of guidelines for when to flag? Perhaps a student shouldn't even be looked at until a certain number of flags are raised

Starfish discussion closed.

Questions/Comments on previous minutes:

November 16 minutes: Rosemary's name is not on them but she was there.

November 9 notes minutes: no comment

Otherwise approved: Matt moved, Paul W. seconded, so moved.

Reports:

- Interim Associate Dean Kim Gainer
 - February 17 deadline, Distinguished Teaching and Distinguished Research Awards, send to Kurt Gingrich.
- Dean Kate Hawkins
 - Stacey left Kate adjunct and interim budgets:
 - Took all of CHBS money out of our budgets, the only things that help us are classes in our college (not CORE classes), need to look at adjunct sections very carefully; make things as efficient as possible
 - Still not out of the woods but Sharon and Rosemary have just cancelled some classes so we may be okay
 - Leave applications should still be submitted for next year regardless of the budget issue.
 - This budget reduction is permanent.
 - Middle of January is when the final plan goes in and the governor will know more then as well.

Old Business:

- Building issues:
 - Coat hooks have been ordered and have arrived and they are being hung.
 - Baskets have been purchased for the whiteboards (for the classrooms), they are magnetized but need to be screwed into the wall.
- Work-study best practices – Steve and Jeff working on this, needs to be sent to Stacey and Kate
- Diversity Training – January 27, 11:30 – 4:00, Pulaski, Jackson Park Inn
 - Administrative Assistants would not have to go back to the office for the day, need office coverage for that day, can close the office but need to put a sign up
- Commencement faculty: probably just the chairs
 - Voices of the College: Matt Smith and Carter Turner, backup Paul Witkowsky
- Sub-committee on Graduate Faculty status: Chaired by Rosemary; the final decision is now with the Graduate College Dean, not the Provost, to decide on Graduate Faculty status.
 - Much discussion ensued about how to decide on credentials of these students.
 - Rosemary to re-write the proposal.

New Business:

- Need to send Kate when the chairs are meeting with the President, make sure it does not conflict with Chairs meetings; Kate to work on Spring LT schedule
- 8th of Feb & 12th of April, Council of Chairs meetings
- Summer registration not yet filling but it is still early. Summer Core classes come out of Core budget.

Meeting adjourned at 4:06 p.m.