

College Council Minutes

Friday, September 20, 2024

9:30 a.m.

Members Present:

Elizabeth Chupp, Anthony Crubaugh, Nikki Dalbey, Heather Dillaway, Kyle Floyd, Alec Foster, John Kostelnick, Lana Kuhle, Mason McClure, Ishmael Neequaye, Cindy Pulley, Rocio Rivadeneyra, Jean Sawyer, Susan Sprecher, Berlynn Sulzberger, Laura Vogel, Julie Webber

Members Absent:

Tom Buller, Jennifer Howell,

The meeting was called to order at 9:33 a.m.

Meeting Information:

- I. Meeting was called to order.
 - New members were welcomed by Dean Dillaway and members introduced themselves
- II. Laura Vogel completed roll call
- III. Meeting minutes approved for 4/19/24
 - Motion to approve by Kyle Floyd
 - Seconded by Alec Foster
 - Approval Unanimous
- IV. Election of officers
 - Nominations were taken from the floor after discussion of duties for each position
 - Mason McClure was nominated for Vice Chairperson
 - Motion to approve by Jean Sawyer
 - Seconded by Kyle Floyd
 - Approval Unanimous
 - Cindy Pulley was nominated for Secretary
 - Motion to approve by Susan Sprecher
 - Seconded by Jean Sawyer
 - Approval Unanimous
 - Kyle Floyd was nominated for Chairperson
 - Motion to approve by Cindy Pulley
 - Seconded by Nikki Dalbey
 - Approval Unanimous
 - Cancellation of May meeting – Agree it is not necessary
 - Motion to approve by Julie Webber
 - Seconded by Larissa Kennedy
 - Approval Unanimous
- V. (New members were welcomed at the beginning)
- VI. Dean Dillaway provided some background for new members and updates for the council on:
 - Strategic Plan- CAS is now collecting feedback, please share the link on our website, especially with students. Dean Dillaway will be sending a message to faculty and

staff. The group discussed we may need to develop some language specific for students to better explain the role of the college. Advisors may be able to assist in reaching student audiences. Once final feedback is received, it will be reviewed and incorporated and Dean Dillaway hopes to have it approved this fall. Spring will be focused on developing action items and measures.

- Tenure Track faculty searches – the college received 13 searches this year and will search for two new department chairs in Physics and Psychology. These will be national searches.
- Dean Dillaway shared information regarding the budget news from President Tarhule. There was discussion of the impact on academic affairs, no raises this year, RISE and plans for an external consultant to assist the University, summer school funding, and concerns expressed for our humanities departments. We will continue to discuss budget matters in upcoming council meetings.

VII. Agenda items for Fall were shared by Lana Kuhle

- Bylaws revisions will continue this year
- Student success and retention discussions will also continue.
- Committee recruitment ideas and efforts moving forward

VIII. Subcommittee assignments

- Please watch for an email from Denise and pick your top two committees

IX. Next Meeting: October 18, 2024

X. Meeting was adjourned at 10:52

College Council Minutes

Friday, October 18, 2024

9:30 a.m.

Members Present:

Elizabeth Chupp, Nikki Dalbey, Heather Dillaway, Kyle Floyd, Alec Foster, Jennifer Howell, Lana Kuhle, Mason McClure, Ishmael Neequaye, Cindy Pulley, Susan Sprecher, Berlynn Sulzberger, Laura Vogel,

Members Absent:

Anthony Crubaugh, John Kostelnick, Rocio Rivadeneyra, Jean Sawyer, Julie Webber

The meeting was called to order at 9:30 a.m.

Meeting Information:

- XI. Meeting minutes approved for 9/20/24
 - Motion to approve by Lana Kuhle
 - Seconded by Susan Sprecher
 - Approval Unanimous
- XII. Updates - Dean Dillaway:
 - Budget – Each Department/School was asked to return 2%. College tried to take on majority of burden. The goal is to avoid cuts in core operations.
 - Why in this situation? Variety of reasons, including expenses higher than revenue, more students eligible for financial aid, state funding and student tuition are the only major sources of revenue in Academic Affairs, increasing costs across the university especially after COVID, and increases in student services costs. We have allowed expenses to creep up and have not curtailed them.
 - What can we do to prevent this situation in the future? President Tarhule created a task force to address issues. Looking at ways to balance the budget and consider different budgeting models.
 - Enrollment cliff: Enrollments at universities are projected to decline due to the lower number of students graduating from high school (decline in birth rates as of 2008 during the recession).
 - Student Retention: Important to keep students on track and graduating. Retention rate is 81.4% (approximately 800 students leave before the start of their second year at ISU). There are many things we can do to increase student persistence through graduation.
- XIII. Committee assignments were presented:
 - Distinguished Lecturer Sub Committee – Dean Dillaway: Will meet one time in April. You will be presented with candidate submissions to review. This information will be discussed at the April meeting. A fall and spring lecturer will be chosen for the next academic year.
 - Strategic Plan Sub Committee – Dean Dillaway:

- Will meet once in the spring to discuss annual action items related to the new CAS Strategic Plan.
- Bylaws Sub Committee – Laura Vogel:
- There are currently five sets of bylaws to review for Departments/Schools.
- Will continue to work on the college bylaws.
- The initial meeting with the committee will be in person. Ongoing meetings will be via Teams.
- College Council approves changes and then the bylaws go on to Academic Senate.
- Budget Sub Committee – Anthony Crubaugh:
- Will meet once or twice each semester. Review budget data for CAS.

XIV. Next Meeting: November 15, 2024

XV. Meeting was adjourned at 10:57

College Council Minutes

Friday, November 15, 2024

9:30 a.m.

Members Present:

Elizabeth Chupp, Nikki Dalbey, Heather Dillaway, Kyle Floyd, Alec Foster, Jennifer Howell, John Kostelnick, Mason McClure, Ishmael Neequaye, Cindy Pulley, Rocio Rivadeneyra, Jean Sawyer, Susan Sprecher, Berlynn Sulzberger, Laura Vogel,

Members Absent:

Anthony Crubaugh, Lana Kuhle, Julie Webber

The meeting was called to order at 9:30 a.m.

Meeting Information:

- XVI. Meeting minutes approved with one change – up to 2% (budget cuts) 10/18/24
- Motion to approve by Mason McClure
 - Seconded by Liz Chupp
 - Approval Unanimous
- XVII. Review Bylaw Changes – Laura Vogel
- **Philosophy bylaw changes:** See teams for details. Additional changes needed:
 1. P5 section V bottom paragraph “The Chair or their staff designee is responsible for the day-to-day updating and maintenance of the department website and social media.” The remainder of the paragraph specifically refers to the Department Chair and we believe that is what is intended here, but for consistency recommend adding the word “Department”. Similarly, this sentence also appears on page 11 at the top (section V F? (it says E, but I think it should be F), add the word “Department” in front of “chair.”
 2. Also, on P11 Section VF in the new text, point 2 “Membership. It currently reads “The Assessment Committee” but we believe should say “Department Webpage and Social Media Committee.”
 - Will send back to Philosophy for changes. Approved pending changes. Motion to approve by Sue Sprecher, seconded by Cindy Pulley, approval unanimous. Laura will give a verbal update in January.
 - **English bylaw changes:** Changes were made last year and additional changes this year. See teams for details. Additional changes needed:
 1. The version you sent in Oct (attached) did not include the new agreed upon language on page 57 “Therefore, the Chair, in exercising authority under Policy 3.3.6, must consult with Council, and may decide not to grant a request for reassigned time based on the number of adjusted assignments that have already been granted.” This was in the version you had sent on 9-16-24 (with an April 2024 date in the title) (also attached) so we believe it was just inadvertently omitted in the current version?
 2. Also, on P11 Section VF in the new text, point two “Membership. It currently reads “The Assessment Committee” but we believe should say “Department Webpage and Social Media Committee”.
 - Will send back to English for changes. Approved pending changes. Motion to

approve by Liz Chupp, seconded by Jean Sawyer, approval unanimous. Laura will give a verbal update in January.

XVIII. CAS Strategic Plan 2024 – 2029 – Heather Dillaway

- Summary: Began process Spring 2022, elected the Steering Committee, open forums Spring 2023, survey Fall 2024, used data from survey to build strategic plan Spring 2024, revised full draft in early Fall 2024, another survey to collect final feedback Fall 2024, Steering Committee made some additional changes and approved on November 1, 2024.
- Last steps: Need approval from College Council, and then will send to the Provost for final approval.
- The council subcommittee will help create action items under each goal in Spring 2025. The goal is to allow changes to the action items each year as needed. The strategic plan will be a “live” document and we will develop new action items each year for the next five years. Motion to approve by Jean Sawyer, seconded by Ishmael Neeguaye, approval unanimous.

XIX. Student Retention – Rocio Rivadeneyra

- Current retention rate is 81.4%. Year one and two there is a loss of 800 students. Year three and four sees a loss of another 400 students. The goal is to improve these numbers.
- Katie Raisner’s role is to recognize students who have additional need and give them extra support. Katie will be here in the future to discuss this in more detail.
- Existing retention programs include the Peer Mentoring Program in MAT 145: Calculus I (donor funded) and the STEM Inclusive Excellence program in CeMAST (grant funded). Cindy Pulley helped with the discussion of the Calculus I Peer Mentoring Program.

XX. Next Meeting: January 17, 2025

XXI. Meeting adjourned at 11:00 a.m.

College Council Minutes

Friday, January 17, 2025

9:30 a.m.

Members Present:

Elizabeth Chupp, Nikki Dalbey, Heather Dillaway, Kyle Floyd, Alec Foster, Jennifer Howell, John Kostelnick, Lana Kuhle, Mason McClure, Cindy Pulley, Rocio Rivadeneyra, Jean Sawyer, Susan Sprecher, Laura Vogel,

Members Absent:

Anthony Crubaugh, Ishmael Neequaye, Berlynn Sulzberger

The meeting was called to order at 9:30 a.m.

Meeting Information:

- XXII. Meeting minutes approved with minor changes to the requested English bylaw revisions approved on 11/15/24.
- Motion to approve by Kyle Floyd
 - Seconded by Mason McClure
 - Approval Unanimous
- XXIII. Bylaw Discussion – Laura Vogel
1. Discussion of Bylaws revisions from School of Biological Sciences
 - a. Changes were largely editorial
 - b. Updated meeting schedule of School Biosafety Committee
 - c. Removed text regarding duties of graduate sequence coordinators as this is address by the Graduate Director
 - d. Motion made by bylaws subcommittee to approve these changes.
 - e. Seconded by Sue Sprecher, motion was approved.
 2. Discussion of Department of Economics Bylaws changes
 - a. There were significant changes presented for the document. Council reviewed the executive summary and discussed several proposed changes specifically.
 - b. There was particular concern about the changes in section V.N on teaching loads and in section V.P. in the description of required materials for NTT annual evaluations.
 - c. A motion was made by Cindy Pulley and seconded by Mason McClure to send back to the department for further revisions. Council recommends they consult with Mike Kruger, Russ Morgan, Craig Gatto, and Dennis Weedman before revising, particularly about those two sections, to ensure they are in accordance with the new NTT contract and TT bargaining discussions. The motion was approved.
 3. Discussion of the Department of Mathematics Bylaws changes
 - a. There were significant changes presented for the document.
 - b. In general, a concern was expressed about how documents are “shared” within the department and about transparency of committee decisions. Many places in the document referenced documents or information being “shared” but it was not clear the procedure for doing this. Dean Dillaway

will have a discussion with chairs/directors about this and to remind them to clearly communicate how information is shared in their unit, particularly with staff and NTT.

- c. A motion was made by Cindy Pulley and seconded by Sue Sprecher. The motion was approved.

XXIV. Student Success – Katie Raisner

1. Reviewing retention data and supporting the work of Advisors.
2. There is concern about the timing of letters sent regarding academic warning. Giving students more notice and working with them to improve their situation could be beneficial.
3. Students often have personal issues that lead to academic problems. Checking in to determine if additional services would be helpful.
4. Advisors refer students who have the most issues to Katie.
5. The CAS Scholars program has been developed to help those students who are in the “murky middle”. This program will help with personal growth, create connections, and is tied to a scholarship program. Katie will meet with the CAS Scholars regularly.
6. The University does not collect data about why students leave. Reasons we may lose students: personal or financial reasons and struggles with financial aid paperwork.
7. Some Council members suggested that Alecs testing is an issue at ISU. Students test with minimal supervision. Students often are placed in classes they are not ready to take.
- 8.
9. On-line course work would be helpful for those who cannot afford University Housing.

Katie is developing relationships across campus. She will be back for a future meeting to discuss the CAS Scholars program and other retention initiatives.

XXV. Student Scholarships – Rocio Rivadeneyra

- Needs one person from College Council to help with Student Scholarship awarding. Liz Chupp volunteered to help.

XXVI. Updates – Dean Dillaway

1. The Dean’s Office and Chairs/Directors will be making changes to the awards cycle and what to submit. College Council will review these changes at their February meeting.
2. Encouraging Council members to submit agenda items.
3. University Marketing is working on the design of the CAS Strategic Plan. We should have the finalized plan on the CAS website soon. Then we will start work on action steps regarding the Plan.
4. The possible discontinuation of OPSCAN being discussed, but faculty should not worry at this point. There are upcoming meetings in CAS about Opscan use, and if Opscan goes away there will be other alternatives for administering large class exams. Opscan may stay or may be limited in its use instead of being discontinued. Stay tuned for more details.
5. CFSC had fifteen positive decisions for Tenure and Promotion.

College Council Minutes

Friday, February 21, 2025

9:30 a.m.

Members Present:

Elizabeth Chupp, Nikki Dalbey, Heather Dillaway, Kyle Floyd, Alec Foster, Jennifer Howell, Scott Jordan, Lana Kuhle, Mason McClure, Cindy Pulley, Taylor Soja, Susan Sprecher, Berlynn Sulzberger, Laura Vogel,

Members Absent:

Anthony Crubaugh, John Kostelnick, Ishmael Neequaye, Rocio Rivadeneyra

The meeting was called to order at 9:30 a.m.

Meeting Information:

- I. Welcomed new members, Scott Jordan from Psychology and Taylor Soja from History.
- II. Approval of meeting minutes from January 17, 2025.
 - Motion to approve minutes (with one change) Lana Kuhle, seconded by Cindy Pully, vote to approve unanimous.
- III. Discussion of Dean Dillaway's evaluation.
 - a) Dean Dillaway excused herself from the discussion.
 - b) Dean Dillaway does not currently provide a portfolio. We will discuss adding this to her evaluation starting next year.
 - c) Evaluation will be sent out on March 17th and close on March 28th
- IV. Laura Vogel:
 - a) College Award cycle: move all college level awards to spring. This will help consolidate the process. The University Awards cycle will not change. Starting in Spring 2026, the award ceremony for 25/26 will be for all awards in the current academic year. The goal is to streamline the process.
 - Motion to approve Cindy Pulley, seconded by Taylor Soja, vote to approve unanimous.
 - b) Teaching Awards process: requires an extensive portfolio with many essays and artifacts. Decrease the portfolio to two supporting letters (Chair/person of choice), CV, teaching philosophy, bullet points, and one artifact. This change will be college level awards only. The goal is to simplify the process.
 - Motion to approve Lana Kuhle, seconded by Scott Jordan, vote to approve unanimous.
 - c) College Research Awards:
 - URG wording concerning travel needs updated. Conference travel is allowed when presenting and needs to be related to work being

submitted. Other travel is not allowed. Publication costs are allowed. Spending funds of URG can be changed, as necessary, after approval but needs to be directly related to the approved project. Project goals cannot change. All changes must be approved by the RPRC.

- URG submission from departments fit into a different division. The person submitting the application needs to provide rational as to why it needs to be in a different division. Applications should be allowed to change divisions with approval from Chair/Director and approval from RPRC. The RPRC has the ultimate decision regarding what division the application will be reviewed.
- Research and creative awards: set-up guidelines for submitters to pick what division to apply. Eliminate external letters, department chairs/directors feel external letters have little value. The goal is to increase submissions.
 - Motion to approve all three categories made by Lana Kuhle, seconded by Scott Jordan, vote to approve unanimous.
- d) College Council Bylaw Changes: all changes must be approved by the Academic Senate. We will discuss these changes more in March.
 - Add a Strategic Plan Steering Committee to College Council.
 - We will not be reducing committees at College level.
 - When seeking representation on committees: 1. Ask for volunteers from divisions 2. Fill spots with flexibility.
 - Recruit students through departments by sending a letter.
 - Tenure Track Faculty no term limits.
 - Name change for Research Proposal Review Committee (RPRC). This new name will reflect the Creativity Awards too.

V. Dean's Update:

- a) Executive orders: this will be an agenda item in March. Dean Dillaway hopes to have more understanding and answers by the March meeting. ISU will hold to their mission and values. Adjustments may need to be made later but for now we will continue talking and sharing resources. It is important to keep monitoring and not act too fast. Groups all over campus are thinking about how to support students.
- b) Distinguished Lecturer: Will meet early to mid-April to discuss candidates. The deadline to submit is March 20th.
- c) Strategic Plan: Will have brochures by late March or mid-April for the official launch. CAS will have a Strategic Plan Town Hall on Friday, April 25th.

VI. Next Meeting: Friday, March 21, 2025

VII. Meeting was adjourned at 10:52.

College Council Minutes

Friday, March 21, 2025

9:30 a.m.

Members Present:

Elizabeth Chupp, Nikki Dalbey, Heather Dillaway, Kyle Floyd, Alec Foster, Jennifer Howell, Scott Jordan, John Kostelnick, Mason McClure, Cindy Pulley, Rocio Rivadeneyra, Jean Sawyer, Taylor Soja, Susan Sprecher, Berlynn Sulzberger, Laura Vogel

Members Absent:

Anthony Crubaugh, Lana Kuhle, Ishmael Neequaye

The meeting was called to order at 9:30 a.m.

Meeting Information:

VIII. Approval of meeting minutes from February 21, 2025.

- Motion to approve minutes Taylor Soja, seconded by Scott Jordan, vote to approve unanimous.

IX. Discussion of Open Meetings Act and necessary changes to College Council

- a) Changes to the formal structure of the College Council meetings are necessary, per the ISU lawyers. The College Council must hold its meetings in accordance with the State of Illinois' Open Meetings Act.
- b) CAS needs to build a College Council website. The agenda needs to be posted online and physically outside of the College Dean's Office at least 48 hours before monthly College Council meetings.
- c) Starting in September 2025, a public comments period will be added to the agenda. Anyone wishing to speak will need to sign up beforehand. Commenters will need to appear in person and will have a time limit
- d) College Council bylaws must also align with the Open Meetings Act. Laura Vogel will contact the bylaws committee and bring updates to the Council in April.
- e) The Open Meetings Act dictates an in-person quorum at all meetings. Members need to be in person as often as possible and we will need to make this clear as new members are elected next year. All action items that come to a vote need an in-person quorum if they are approved, and members need to be present to vote. Members on Zoom can only vote if they meet one of the exceptions in the Open Meetings Act (medical, work-related, or family-related reasons). At the beginning of each Council meeting, the in-person quorum may approve online participants as voting members, if Council members are on Zoom.

X. Changes to the Undergraduate Scholar fund agreement:

- a) This original agreement was created in 2005. The goal of these changes is to broaden student eligibility so that we can make sure to use these funds.
- b) With approval of the council the Dean's office would like to reach out to the Foundation to add an amendment to this fund agreement.
- c) Recommended changes:
 - Allow reimbursement for students who are traveling for a conference, presentations, professional development, or research.
 - Change the name to the CAS Student Scholar Fund. Preference will be given to undergraduates, but money can be awarded to graduates too.
 - Add – can be used for a regional or local conference. Rather than requiring a letter, a professor and chair can simply sign off.
 - Remove: students are not eligible if it is not their own work. Also take out language about needing peer review. Take out language about requiring letters.
 - Must be a full-time student enrolled at ISU.

XI. Federal Context:

- a) The Strategic Plan was reviewed, and it was discussed that the College of Arts and Sciences will support the values and goals of this plan, especially in light of current federal contexts.
 - The College office will distribute the plan to departments & schools.
 - Dean Dillaway will host a Townhall for the College of Arts and Sciences on April 25th, at 3:00 p.m. in CVA 147. Goals and objectives will be discussed, and the audience will be asked to participate in the discussion.
- b) There have been many federal changes (e.g., changes to the Department of Education, research grants, and support for international faculty and different student groups, etc.). The College is trying to figure out how to support different groups in the face of these changing contexts.
- c) Discussion occurred around the following question: How can the college support faculty, staff and students within these contexts?
 - Diverse dialogues are happening throughout the college to benefit faculty, staff, and students.
 - We will remain a liberal arts community with strong EDI values.
 - Students are lacking messages from the ISU administration. There was a discussion about whether the College should send a message out to students.

XII. Next Meeting: Friday, September 19, 2025

XIII. Meeting adjourned at 10:55.