

College Council Minutes

From 2023-2024

Table of Contents

September 15, 2023 Minutes.....	2
October 20, 2023 Minutes.....	4
November 10, 2023 Minutes.....	6
January 19, 2024 Minutes.....	7
February 16, 2024 Minutes.....	9
March 22, 2024 Minutes.....	11
April 19, 2024 Minutes.....	13

College Council Minutes

Friday, September 15, 2023

10:00 a.m.

Members Present:

Kate Boutilier, Tom Buller, Neil Christensen, Anthony Crubaugh, Heather Dillaway, Alec Foster, Trish Gudeman, Jeff Kahn, Larissa Kennedy, Lana Kuhle, Felix Okumu, Ben Sadd, Jean Sawyer, Pete Smudde, Laura Vogel, Julie Webber

Members Absent:

Rocio Rivadeneyra

The meeting was called to order at 10:00 a.m.

Meeting Information:

- Meeting minutes approved for 4/21/23
 - Motion to approve by Jean Sawyer
 - Seconded by Lana Kuhle
 - Approval Unanimous
- I. Remarks from Pete Smudde, Chair
 - Welcome to new members. Please consider taking a leadership role.
 - II. Remarks from Dean Dillaway
 - College Council has important discussions that benefit faculty/staff/students.
 - It is important to update the college bylaws this year.
 - While revising bylaws we should also discuss who should help find people for elections (e.g., election committee, other college groups, etc.).
 - The Dean's priorities for 2023-2024 include paying more attention to student success and research support.
 - The college is also engaging in strategic planning this year, which means setting goals about what we want the college to look like and what we would like to achieve over the next five years.
 - Upcoming university level searches include the Presidential search and a search for the next permanent Chief Equity & Inclusion Officer.
 - III. Election of Officers
 - Chair - Lana Kuhle, self-nominated, approved all
 - Secretary – Jean Sawyer, self-nominated, approved all
 - Assistant Chair – Felix Okumu, self-nominated, approved all

IV. Committee Information:

- Distinguished Lecturer – Dean Dillaway
 - The committee’s job is to pick two TT faculty each year to present a fall or spring distinguished lecture. Just one meeting a year.
- Budget Committee-Tony Crubaugh
 - This committee reviews budget requests for equipment. Proposals are sent to the committee for feedback. There will be many documents available, but committee members only review as much as they choose. Documents give a sense of what the units need. Two meetings are held in the spring.
- Bylaws Committee- Laura Vogel
 - Bylaws committee will be busy this year. Activities will include reviewing bylaws, suggesting changes, and working with Council to approve. To make changes for next year, the bylaws committee must complete its work in the fall. There will be some zoom meetings and some in person.

V. Other Business

- Strategic Planning Steering Committee:
 1. Discussion questions were created for open forums (held in spring 2023). Collected preliminary data at these forums.
 2. Finalizing Survey for all faculty/staff/students based on preliminary data.
 3. Steering committee starting to draft plan during late fall and also spring, hope to have the new plan in place by May or August 2024
- Council members are needed for subcommittees. Denice will send an email.

Motion adjourned – Pete Smudde

Meeting adjourned at 10:50 am

Next Meeting – Friday, October 20, 2023

College Council Minutes

Friday, October 20, 2023

10:00 a.m.

Members Present:

Kate Boutilier, Tom Buller (via zoom), Anthony Crubaugh, Heather Dillaway, Alec Foster, Trish Gudeman, Jeff Kahn, Larissa Kennedy, Lana Kuhle (via zoom), Felix Okumu, Rocio Rivadeneyra, Jean Sawyer, Pete Smudde, Laura Vogel, Julie Webber

Members Absent:

Neil Christensen

The meeting was called to order at 10:00 a.m.

Meeting Information:

- Meeting minutes approved for 9/15/23
 - Motion to approve by Pete Smudde
 - Seconded by Julie Webber
 - Approval Unanimous

VI. Remarks from Lana Kuhle, Chair

- Discussed the committee assignments. Turned the meeting over to Angela Engel and Chris Roberts.

VII. Strategic Plan Task Force Update

- Here to ask questions about draft of university strategic plan – there will eventually be an action plan to support the overall draft plan.
- Upcoming work on the strategic plan: surveys will be going out and the university will start town hall meetings to collect feedback.
- How well do the proposed Core Values represent who we are as a University?
 - 5-year span...where we are and where we want to be.
 - Individualized attention – not sure we achieve this.
 - Services take awhile and do not always follow through.
 - Beyond superficial and quick to help with success.
 - Value individual attention and make sure values listed are followed-up on.
 - Research and creative teaching and learning.
 - Collaboration, community, and civic engagement are similar. Collaboration here

- seems to be just about the students.
 - Integrity – assumed. Both respect and integrity probably do not need to be spelled out in the broad plan.
 - Values: things that are important to us. Do we do it or not?
- Are the proposed new strategic directions, strategies, and objectives appropriate areas of emphasis for the University over the next five years? What stood out to you? Is this aspirational?
 - We do not promote experts as much as we should, not good at advancing our college. We should tell our story more.
 - Scholars should be given more opportunities to present work around the nation and world.
 - Academic excellence seems a little corporate. Strategic direction 2 & 4 make it sound more corporate.
 - Teaching and research are embedded, but not in the forefront.
 - Engage with the public.
 - Cheers for sustainability.
- Does the draft reflect changes you would like to see across the University? What might be missing from the plan?
 - Clear balancing of teaching research.
 - Not much focus on academic goals.
 - Feels like University and College are not coordinating.
 - Need to address access accessibility. Increase graduate programs...expand and build out.
 - Initial plan general to all – pieces may need to be added for specific areas.
 - Like the focus on intellectual development and knowledge building as a part of academic success.
 - Late fall – early spring to make adjustments.
 - Student success needs more attention.
 - Diversity, equity, and belonging should be talked about more.
 - Strategic directions – use more verbs, nurture, and tweak. Evaluate and expand, watered down commitment.
 - Market based may not be enough to retain people (HR based).
 - Address concerns out of surveys.
 - Emotional competency at all levels. Incorporate as students enter ISU.
 - Building a pool of things to include.
- What additional thoughts or comments would you like to share with the Task Force?
 - Enrollment: target groups to improve
 - Growth for sake of helping the next generation.
 - Need infrastructure in place.
 - Strategic direction #3 - climate, success, and belonging does not describe this section well. Success appears to be academic, and with belonging, we want faculty to stay here.
 - Making sure students success makes students feel it is about them.

Next Meeting – Friday, November 10, 2023

College Council Minutes

Friday, November 10, 2023

10:00 a.m.

Members Present:

Tom Buller (via zoom), Neil Christensen, Anthony Crubaugh, Heather Dillaway, Kyle Floyd, Alec Foster, Trish Gudeman, Jeff Kahn, Larissa Kennedy, Lana Kuhle (via zoom), Felix Okumu, Rocio Rivadeneyra, Jean Sawyer, Pete Smudde, Laura Vogel, Julie Webber

Members Absent:

Kate Boutilier

The meeting was called to order at 10:00 a.m.

Meeting Information:

- Meeting minutes approved for 10/20/23
 - Motion to approve by Jean Sawyer
 - Seconded by Trish Gudeman
 - Approval Unanimous

VIII. Remarks from Lana Kuhle, Chair

- Review of Bylaws
 - The goal of this meeting is to make sure everyone has seen and understands the college bylaws.
 - The council should be involved in setting agendas for council meetings. Dean's Office should not be setting the agenda for the meetings.
 - If we make revisions to the bylaws, we will need to send revisions to Senate for approval. Since the process is lengthy, it is good to review the entire document for changes.
 - The Dean suggests that we consider eliminating or consolidating committees if redundant or unnecessary.
 - We should also discuss and potentially revise our value statement.
 - Discuss quorum issue (perhaps we should revise the bylaws so that a quorum is the majority of seated members, since there are always vacancies).

IX. Review of Bylaws

- Council members began looking at the document and discussing changes. As time was getting short, it was suggested that individuals should send changes to the Bylaws Subcommittee (Laura Vogel) who will review and bring back to council

X. Meetings

- Council members send agenda items to Lana Kuhle one week prior to meeting.
- Agenda meeting for January 2024: Vote at next meeting about lengthening the College Council meetings to one and a half hours for the 24/25 school year
- Agenda meeting for January 2024: Discuss strategies for finding student council members

Motion to adjourn the meeting – Lana Kuhle

Meeting adjourned at 10:52 am

Next Meeting – Friday, January 19, 2023

College Council Minutes

Friday, January 19, 2024

10:00 a.m.

Members Present:

Kate Boutilier, Tom Buller (via zoom), Anthony Crubaugh, Heather Dillaway, Jeremy Driskell, Kyle Floyd, Alec Foster, Trish Gudeman, Jeff Kahn (via zoom), Larissa Kennedy, Lana Kuhle, Felix Okumu, Jean Sawyer, Pete Smudde, Laura Vogel,

Members Absent:

Julie Webber

The meeting was called to order at 10:00 a.m.

Meeting Information:

- Meeting minutes approved for 11/10/23
 - Motion to approve by Larissa Kennedy
 - Seconded by Felix Okumu
 - Approval Unanimous
- I. Lengthening College Council Meetings
 - Would make it easier to have a discussion and make decisions.
 - Allow time for Associate Deans to report.
 - Longer meetings would start in Fall 2024.
 - Motion to approve an extended start time by Jean Sawyer
 - Seconded by Kyle Floyd
 - Unanimous
 - Motion to approve meeting from 9:30 to 11:00 a.m. beginning Fall 2024, by Pete Smudde
 - Seconded by Tom Buller
 - Unanimous

II. Ideas to Make College Council Better

- Finding projects of interest to the college.
- More information to students about what College Council does.
- Determine projects at the start of the year for better preparation. Brainstorm at the end of the year for next semester.
- Feel free to reach out with other ideas.
- Important to make this council valuable.
- Subcommittees to create a list of projects.

III. Strategic Planning Committee Update

- Strategic Planning Subcommittee will be busier this semester.
- In-person forums last spring collected feedback from groups. This feedback was used to make surveys.
- This survey was sent out in December and data was collected (about 100 people responded).
- Steering Committee will be discussing data at their January meeting.
- Using survey data to draft and structure the new plan.
- Revised mission statement will parallel the plan.
- Still need student feedback. Best to let students see a full draft of the plan, then they can respond.
- Will start writing the actual plan this spring.
- Goal is to align the College plan with the release of the University plan, and also align goals in the plan.
- The University will release their plan in the fall.
- Subcommittee involvement will be more helpful once we have a college level draft.

IV. Students to Fill College Council Positions

- Give student body more information
- Ask Chairs/Directors and Advisors for recommendations. Might need to reach out about this more than once.
- Reach out to student government.
- Connect with leaders of RSOs/organizations.
- Trish Gudeman and Larissa Kennedy are willing to help create a call for nominations that could go out to students.

V. Laura Vogel: Concerning Bylaws

- Look at service load to reduce committees.
- Look at all committees and look over all ideas on how to structure and assign tasks.
- Changes to bylaws need to be made soon to be sent to Senate.
- Make all necessary changes, cannot rush this.
- This year's deadline to submit to Senate was last December.
- The goal is to have changes ready by fall to go to Senate.
- Conflicting ideas have been suggested.

- Laura will make a visual that depicts the structure of all committees and bring to council.

Motion to adjourn the meeting – Lana Kuhle

Meeting adjourned at 10:50 am

Next Meeting – Friday, February 16, 2024

College Council Minutes

Friday, February 16, 2024

10:00 a.m.

Members Present:

Tom Buller (via zoom), Anthony Crubaugh, Heather Dillaway, Jeremy Driskell, Kyle Floyd, Alec Foster, Trish Gudeman, Jef Kahn, Larissa Kennedy, Lana Kuhle, Mason McClure, Felix Okumu, Rocio Rivadeneyra, Jean Sawyer, Pete Smudde, Laura Vogel

Members Absent:

Kate Boutilier, Julie Webber

The meeting was called to order at 10:00 a.m.

Meeting Information:

- We welcome Mason McCure, HIS as a new student to College Council.
- Meeting minutes approved for 1/19/24
- Vote on time change for College Council: 10:50am end time beginning fall of 2024 so that meetings run from 9:30am to 10:50am
 - Motion to approve by Larissa Kennedy
 - Seconded by Kyle Floyd
 - Approval Unanimous

VI. Structure of College Committees

- How can we restructure?
 - Discussion: Can one division have more members if there is a shortage of nominees for one division's vacancies?
 - Discussion: Do we need all college-level committees?
 - The Bylaws committee will work on the language about divisions. Language needs to be clear.
 - Other changes discussed:
 - Change bylaws so as not to limit the number of people from the same

department.

- Changing the language to make it easier to fill spots.
- Not limiting staff and tenure track from the same department.
- Change wording concerning the number of students. Take out wording about needing students from different divisions.
- The goal is to remain equitable in recruiting council members across divisions, but still fill the seats.

VII. Structure of External Committees (i.e., outside of college, but need college representation)

- Discussion: Is it possible to combine committees? The decision was no, each committee has too many duties to combine.
- The goal should be to work on minimizing restrictions on committee membership.
- The Bylaws committee will work on wording.
- RPRC & CCC need equal representation from all divisions of CAS due to the nature of their workload.
- Consider having the election committee work on finding people for committees?
- Expand student representation and reconsider quorum (maybe quorum should be a majority based on the number of seated members).
- We can review the rules about serving on multiple committees.
- The Bylaws committee will present changes at the next meeting.

VIII. Recruiting Student Representatives

- Trish Gudeman and Larissa Kennedy put together a flyer to send to department for recruitment of students.
- The flyer will be sent to lead staff and will be posted around buildings as well as social media.
- Flyers need to specify committee needs and times of any meetings.

IX. Dean's updates on searches this year: 4 Chairs/Directors Searches and 17 TT Faculty Searches

- Attempting to be competitive with other universities.
- Candidates will continue to come to campus through February and early March.
- Some hires are in the verbal offer stage, other hiring decisions are still pending.
- We appreciate and thank all who served on these search committees.

X. Dean's updates on Student Success Hire for CAS Dean's Office

- This person will work with Advisors, Chairs/Directors, and students who need extra support.
- Help support college initiatives regarding recruitment, retention and student success.
- Map out why retention and graduation rates are decreasing.
- Will offer targeted student advising, offering solutions for struggling students.
- Team-based approach, will work with other members of the Dean's Office as well as staff and faculty in departments and schools to improve student success.

Motion to adjourn – Lana Kuhle

Meeting adjourned at 10:52 am

Next Meeting – Friday, March 22, 2024

College Council Minutes

Friday, March 22, 2024

10:00 a.m.

Members Present:

Kate Boutilier, Tom Buller (via zoom), Anthony Crubaugh, Heather Dillaway, Jeremy Driskell, Kyle Floyd, Alec Foster, Trish Gudeman, Jef Kahn, Mason McClure, Felix Okumu, Jean Sawyer, Pete Smudde,

Members Absent:

Larissa Kennedy, Lana Kuhle, Rocio Rivadeneyra, Laura Vogel, Julie Webber

The meeting was called to order at 10:00 a.m.

Meeting Information:

- Meeting minutes approved for 2/16/24
 - Motion to approve by Jef Kahn
 - Seconded by Kyle Floyd
 - Approval Unanimous

XI. English Bylaws

- Approved pending some additional changes
1. Update information regarding Chair.
 2. Reference policy number (University) to minimize questions.
 - Motion to approve by Pete Smudde
 - Seconded by Trish Gudeman
 - Approval Unanimous

XII. Tabled for further revisions. College Council Bylaws to be less restrictive

- Goal is to be less restrictive regarding membership:
 - Appendix B & H need further discussion.
 - Elections Committee's role needs to be more involved
 - Helping with nominations within the college
 - Monitoring elections
 - Taking a leadership role
 - Recruiting with the help of Chairs/Directors
 - Additional thoughts about elections committee
 - People may like to be invited by the Dean.
 - Being invited by the Dean may make some feel as if they are being pressured.
 - Election Committee is a small representation of the College, with faculty from

just a few departments. This may make it hard for the committee to recruit people for elections.

- Motion was made to send the bylaws back to subcommittee.
 - Motion to approve by Jean Sawyer
 - Seconded by Felix Okumu
 - Approval Unanimous

XIII. Dean's updates

- Faculty searches – 14/17 completed
- Chair/Director searches – 2/4 completed:
 - Gardenia Harris, Director of the School of Social Work
 - Eric Peterson, Chair of the Department of Geography, Geology, and the Environment
- PSY still working on an additional Advisor position
- Andover Tarhule has been selected as permanent President. Things we may see addressed in the future:
 - Undergrad 1st to 2nd year retention is around 80%. There will be more emphasis on retention next year.
 - Graduation rate is 65%. President would like to see this rate increase.
 - The President is also interested in creating more on-line programs, certificates, and other ways to prepare students for a range of careers. The President would also like to expand curricular programs for non-traditional students/adult learners.
- Research Challenge Grant review is in the process
 - Thematic areas are Equity & Environment this year. Themes will rotate each year.
 - Winners will present in October 2024 at a CAS Research Symposium.
- Strategic Planning
 - Committee has divided into 4 sub committees.
 - Currently working on goals and objectives.
 - Draft goals and objectives will come to the college council for discussion.
- Staff Professional Development funding
 - Dean Dillaway is considering different ideas.
 - Dean Dillaway would like feedback.

Motion to adjourn – Jean Sawyer

Meeting adjourned at 10:58 am

Next Meeting – Friday, April 19, 2024

College Council Minutes

Friday, April 19, 2024

10:00 a.m.

Members Present:

Kate Boutilier, Anthony Crubaugh, Heather Dillaway, Jeremy Driskell, Kyle Floyd, Alec Foster, Trish Gudeman, Jef Kahn, Larissa Kennedy, Mason McClure, Felix Okumu, Rocio Rivadeneyra, Jean Sawyer, Pete Smudde, Julie Webber

Members Absent:

Tom Buller, Lana Kuhle, Laura Vogel,

The meeting was called to order at 10:03 a.m.

Meeting Information:

- Meeting minutes approved for 3/22/24
 - Motion to approve by Julie Webber
 - Seconded by Pete Smudde
 - Approval Unanimous
- Confirmation of elected college level committee members
 - Motion to approve by Pete Smudde
 - Seconded by Julie Webber
 - Approval Unanimous
- Cancellation of May meeting – Agree it is not necessary
 - Motion to approve by Julie Webber
 - Seconded by Larissa Kennedy
 - Approval Unanimous

XIV. College Council Bylaws

- College Election Committee – added more representation
- Appendix H – make sure not to conflict with University policies, need to add to bylaws
- Miscellaneous – follow University policy regarding who can be on the committee, allow to amend as needed “friendly amendments”.
- Motion to table bylaws.
 - Motion to approve by Pete Smudde
 - Seconded by Julie Webber
 - Approval Unanimous

XV. Student Flyer

- Change time to 9:30 – 10:50.
- Will distribute to departments
 - Motion to approve by Mason McClure
 - Seconded by Julie Webber
 - Approval Unanimous

XVI. Agenda Items for the Fall

- Bylaws
- Student Success and Retention
 - Discussion concerning student issues: student struggling (financially & mentally), feeling burdened and overwhelmed, struggling to getting into majors, International students are far from family, affordable textbooks and tuition
- Strategic Plan
 - Council needs to look over the draft and submit feedback to Dean Dillaway.
 - There will be a more comprehensive draft in fall.

Motion to adjourn – Jean Sawyer

Meeting adjourned at 10:52 am

Next Meeting – September 20, 2024