

## Advisory Council Minutes

### College of Arts & Letters

April 4, 2019

**Present:** Danielle DeVoss (WRAC); Ben Van Dyke for Jon Frey (AAHD); Karen Kangas-Preston (THR); Jon Keune (REL), Miguel Cabanas (RCS); Sherry Stevens (THR, Staff Rep), Suzanne Wagner (L&L); Jessica Richardson for Jared Talley (grad rep)

**Absent:** Dean Christopher Long, Kyle Whyte (PHL); Sarah Panuska (grad rep.); Jeff Wray (ENG) Chantel Booker (Ugrad rep);

**For CAL:** Sonja Fritzsche, Bill Hart-Davidson

1. Call to order. 3:17pm DeVoss;

2. Approval of agenda. Motion to approve K. Kangas-Preston, 2<sup>nd</sup> M. Cabanas; approved

3. Approval of February 7 & 28, 2019 minutes. Motion to approve as submitted Suzanne 2<sup>nd</sup> Miguel; approved.

4. Dean's Remarks (Fritzsche).

- Looking forward to report from Culture of Care task force at spring meeting; Sonja has been identifying people who may be good additions to the culture of care work
- Search going on for director of Global Studies in Arts and Humanities; procedure as defined in bylaws.

#### Discussion and action items

A. Spring faculty meeting:

- Should we ask for committee reports in advance and do only highlights? Yes.
  - prompt for committee chairs: actions, accomplishments, priority for next year;
  - Time to get input from faculty in lieu of just reading the reports
- Culture of Care task force—will have time for sharing what they have done so far and plans;
  - Similar prompt for reporting; more time for discussion
  - More framing of the committee in the introduction from Danielle
  - Ask them what they want to do as a report, do they want more conversation, do they have questions they want response on, do they want to answer questions;
  - Conversation about what indicators for success may be?
  - Perhaps ask Rob to share some of the actions theatre presented at the Forum
  - Report on survey results from unit administrators; plan for other connections to stake holders; how they plan to continue;
- Other priority discussions: bylaws changes;
- Give opportunity for people to share celebratory items from the year;

- BHD has list of books published, major grants, exhibits, performances; this can scroll pre-meeting and/or put on the website and direct people to it;
- Will have draft agenda in Teams to be reviewed;

C. Michael O'Rourke as Inaugural Director of C4I: documents shared on Teams.

- Hart-Davidson/Long request support/endorsement from CAC;
- Process: Had survey (similar to chairs' evaluation survey) and staff and advisory group developed a list of people to send survey to (people who had interacted with C4I); O'Rourke submitted a letter of application that included plans for the future; feedback was uniformly positive;
- Q: is a search required? No, this can be a Dean appointed search since the initial procedure was a full search. Dean Long is asking for endorsement as transparency.
- Perhaps policy advice from CAC on these types of appointments would be helpful. Should consultation be for new searches?; what about for reviews (every three years)? Procedures have been established for most, but not all of these Centers (C4I does not have review procedures in bylaws). CAC should be informed but not asked to do additional review of candidates since the center/program advisory committees are doing this.
- Support granted.

B. Timnick Chair of Humanities:

- Endowed chair-ship, not an administrative role. Language from Endowment regarding review is on Teams.
- CAC needs to create the review criteria and then do the review.
- Evaluation is for the role of Timnick Chair and the individual in the position.
- Danielle will draft some criteria to share with CAC.
- Some unfairness that Whyte has been in the position without understanding of criteria that he will be evaluated on; this should be pointed out in the review.
- Annual reviews were to be done by the Dean (was delegated to PHL chair); five year review to be done by CAC.

D. CAL RPT report to CAC—this will be requested;

- Will also ask them to weigh in on RPT ballot nominations that bylaws require 3 of 4 on the ballot be full professors; concerns that there are not enough full professors to do the work; the same full professors may wind up on the committee repeatedly; need to have fair assessment from those who hold rank higher than the reviewed individual;
- Conversation of concerns should happen between Dean, Associate Deans, CAC, and RPT.

E. CAC reps for 2019-20

- Continuing terms: Kangas-Preston, Cabanas, Keune;

F. Update from Culture of Care

- Booker ill

## G. Bylaws

- Highlight small changes that are compliancy
- Track changes for large changes
  - Staff on CAC and CIPC
  - Discussion on change for chair & secretary of CAC elections in spring not fall; will help with transition; would rule out someone who is rotating back in and doesn't know until fall (although bylaws do state that Departments elect CAC reps in the spring); we can ask Chairs for CAC reps to be sent to us by end of spring semester;
    - Alternatively, informally identify a chair in spring with formal election in the fall
    - Or a "transition lunch" mid-August that elects chair, secretary;
    - Also information for new members on expectations (see below)

## H. transition documents for new CAC members;

- Document was started last year for "how to CAC"

## **New/other business**

Will get names of reps from Chairs via Deanna

Will schedule transition lunch for August

Acknowledgement of Karen and Danielle as co-chairs for 2018-19.

Also Thanks to the committee from the Dean's office for the work this year.

Motion S. Wagner, 2<sup>nd</sup> J. Keune to adjourn.

Meeting Adjourned 4:44pm