

Date: November 17, 2016

To: College Council Members

From: Hugh Thomas
Speaker, College Council

Subject: MINUTES of the College Council Meeting of Monday, November 14, 2016
Ashe Building, Room 427

12:15 Lunch

12:30 Call to Order

1. Approval of the Minutes of the October 24, 2016 Meeting

College Council Speaker, Professor Hugh Thomas, called the meeting to order. Speaker Thomas noted that in section 4: Proposal from the Department of Modern Languages & Literatures to Amend the Existing Ph.D. Program in Romance Studies, Professor John Kirby was erroneously referred to as Professor Bruce Miller. The error will be corrected on the minutes. A motion to approve the minutes of the October 24, 2016 meeting with the correction was offered, seconded, and unanimously approved.

2. Dean's Remarks

Prior to Dean Bachas' remarks, the University's Registrar, Karen Beckett, spoke with the Council regarding some concerns of the College related to certain procedures in CaneLink. Ms. Beckett explained that in order for a revision to the processes available on CaneLink to occur, a request must be brought before the IT Council and the Office of the Provost for review and approval. She stated that this is a very difficult process, and oftentimes requests for modifications are denied.

The Council's first concern centered on the lack of course subtitles appearing on the first page students use to search for courses. It is desired that more topic information can be shown on the first page to interest students. Ms. Beckett said that based on the software program utilized, this could be a costly modification, and it is unlikely that such a modification would be approved by the IT Council.

The second question focused on the ability of CaneLink to notify students of all available seats for co-listed courses. Ms. Beckett said the information on all available seats is listed on Cane Link, students need to click on the information to see the other sections available

for a co-listed course. CaneLink automatically closes a course if one section of the co-listed course is full. Ms. Becket stated the student would need to add themselves to the waitlist for the section they wish to register, and CaneLink would place them in the open section at a later time, when and if space is freed up.

The third inquiry of the Council regarded Cane Link's ability to automatically recognize students' majors/minors as a cognate. Ms. Beckett stated that this is not possible, due to the frequency at which students reconsider their majors and minors. Currently, it is not systematically possible to allow students to remove a cognate choice themselves, students need to express that their majors and minors count for their cognate while being advised. The Registrar's office has been collaborating with Senior Vice Provost and Dean of Undergraduate Education Bill Green on a cognate search engine website; the site will include information on majors and minors as well. Assistant Dean Leonard Clemmons stated the it is the preference of the Student Academic Services office to facilitate any changes to majors and minors through his office, as opposed to students having direct access to modifying this information, to avoid any possible academic issues related to requirements, etc. for the students in the future.

The final query of the Council involved the length of time it takes to get changes/additions to courses reflected in CaneLink. Ms. Beckett stated that the Registrar's office is responsible for manually entering all changes/additions from every College and School into CaneLink. At the moment, the office is faced with limited resources to complete these requests, and they are currently in the process of requesting a software program, Leapfrog, for a new curriculum management system that would facilitate a quicker turnaround with issues such as this. The program will also allow new courses to be entered into the system, then travel through a workflow by department. This program will also assist with the development of majors and minors. The plan is to implement the program in the summer of 2017. The program could also potentially help with scheduling courses for the academic year in advance. It was noted that the College is the first to start with the process of scheduling a year ahead (Fall & Spring). Associate Dean Charly Mallery stated that the Leapfrog software would help with streamlining the registration process. Following Ms. Beckett's explanations, the Council feels a letter should be presented to the IT Council addressing their concerns. Speaker Thomas will continue to look into the concerns of the Council, and will draft a letter with some motions for consideration at the next Council meeting. Ms. Beckett stated there is an updated webpage dedicated to assist with CaneLink concerns, she will make sure the link is forwarded to Sr. Executive Assistant Rose Glemaud for dissemination to the departments.

Dean Bachas remarked that a climate survey conducted by Gallup was circulated to all University employees. Its purpose was to give the University feedback on the overall feeling of the culture of the University from its employees; and to better assess where problems may exist for the employee point of view. He encouraged all to participate in the survey.

Dean Bachas believes that an emphasis on the Roadmap Initiative focusing on a Culture of Belonging and the University's DIRECCT shared values and behaviors will take place next. To help with this focus, the format of the employee orientation will change to a day-long session, and both faculty and staff will be required to attend. Due to the requirement for faculty to attend the orientation session offered by the University, the College may revise its orientation program for new A&S faculty. There will be sessions available for current faculty to preview the new Orientation format.

3. Approval of the Agenda for the College Faculty meeting of November 29, 2016

- a. Approval of the Minutes of the October 10, 2016 College Faculty Meeting
- b. Presentation by VP Haller of Enrollment Management: Update on Fall 2017 Entering Class. How A&S can help students' recruitment?
- c. Dean's Remarks
- d. Approval of the Proposal for the Frost Institute for Science and Engineering— (action item)
- e. Approval of the Proposal for the Frost Institute of Chemistry and Molecular Science— (action item)
- f. Approval of the proposal from the Department of Modern Languages & Literature to amend the existing Ph.D program in Romance Studies— (action item)
- g. United Way Campaign
- h. Budget Presentation
- i. Faculty Senate Report
- j. Other business: Holiday Celebration-December 12th at 3:30 p.m.; Commencement Ceremony-December 15th at 10:00 a.m.

The agenda for the upcoming Faculty Meeting includes two proposals regarding the Frost Institutes. Senior Associate Dean Angel Kaifer stated the proposal in Chemistry and Molecular Science is the University's response to the Frost Foundation, and is more specific based on the donor's knowledge on the subjects. Dean Bachas stated that there may be modifications to the proposals, but it would be best to include them on the meeting's agenda for approval. Professor Jose Cardoso da Silva stated the translation side of the proposal is missing; and there should also be more of an emphasis on partnerships with the private sector. Senior Associate Dean Kaifer stated the language can be modified to include this. A motion to include both proposals for the Frost Institutes on the Faculty Meeting agenda was offered, seconded, and approved. A motion to approve the agenda for the College Faculty meeting of November 29, 2016 was offered, seconded, and approved.

4. Other Business

There was no other business discussed. The meeting was adjourned at 1:29 p.m.