

Present: Medora Barnes, Matthew Berg, Richard Clark, Barbara D'Ambrosia, Rebecca Drenovsky, Jeff Dyck, Gwen Compton-Engle, Margaret Farrar, Peggy Finucane, Gerald Guest, Rodney Hessinger, Anne Kugler, Kathleen Lee, Kathleen Manning, Michael Martin, Sheila McGinn, Phil Metres, Keiko Nakano, Anne Kugler, Phil Metres, Mike Nichols, Tamba Nlandu, Mindy Peden, Dani Robbins, Debby Rosenthal, Cathy Rosemary, Mark Storz, John Yost
Absent: Richard Clark, Nathan Gehlert

1. Margaret Farrar - Welcome and Announcements.

M. Farrar began the meeting by stating that hiring decisions would be made the following week of 5/13. Out of 20 requests only a fraction will be funded as enrollment numbers are low. The part-time faculty budget will be moved to the college level from the Provost's office. The AD's and Jennifer Dillon will meet to discuss how much money will be budgeted and transferred to each department. Departments that are hiring part-time faculty will be limited to the amount that is deposited into their accounts. M. Farrar estimated the budget on an incoming enrollment of 800. Currently enrollment is at 716. Applications are at a 5% deficit from last year, STEM is on par with last year, Boler is down 100 applications from last year. Currently, no information has been shared on transfer students.

2. Part-time Faculty Evaluations, Professional Development, Efficiencies

M. Farrar reported that the part-time faculty evaluation process had 100% participation. CAS departments would like to evaluate all semester long courses taught by full and part-time instructors. The standard evaluation form simplifies data collection over time.

The CAS Professional Development Program had 158 students successfully complete the program. There is still a need to solidify the program with five other departments. Next step is to discuss ways to pass it through governance and make the PDP a graduation requirement.

M. Farrar communicated that the reduction in part-time faculty resulted in an estimated savings of \$200,000 and thanked the CAS department chairs for their sacrifice. Requested that the chairs have their information ready to share on future revenue savings. She added that the Office of Finance will be looking at the following areas: endowment funds, operational budget, and department budgets. The plan for the department budgets is to replicate the allowed amounts from last year with adjustments as necessary.

3. Academic Strategy Partners (ASP)

Discussion began with a critique of the ASP report. Concerns included that portions of the report appeared to be a boiler plate rendition with a poorly rewritten mission statement. It was also mentioned that academic prioritization was not the issue however, the way it was presented may have created a lack of trust.

Positive comments included a willingness by the President to provide complete transparency and open communication. Also, that data collection has vastly improved. There was general agreement that clarification of the report is still needed and given the relatively small faculty, effective communication

with the board should be easier. M. Farrar replied that communication with the Board has been an uphill battle and that the Deans have not been invited to participate in the full board meeting. It was mentioned, that in the past, faculty was included during the Board lunch. R. Hessinger suggested that inclusion to the Board meetings should be framed to the incoming provost as an opportunity.

4. Priorities for Steven Herbert and Suggestions for Faculty

- Faculty Hiring
- Graduate Education – Provost is coming in with expertise but not enough support from the strategic plan.
- Global Education – The office is currently operating without a Director and inconsistencies are being reported.
- Humanities – Low enrollment

Margaret Farrar announced that Steven Herbert's last day at Xavier is June 14. He is tentatively slated to start at JCU on June 15. It was suggested that faculty guide the process by formulating ideas over the summer on the following:

DATA: M. Farrar suggested that chairs get to know the data in tableau and EAB, familiarize to course sizes and capacity, and track trends in majors over time. She advised looking for areas that are incorrect or need work. At the very minimum information can be sent through Google Drive, note particular fields that are informative and shareworthy.

PRIORITIZE: Proposed that the chairs think proactively about prioritization. Look over the tracks. What areas are difficult for department staff? Discuss areas where you are willing to give.

EVALUATIONS: Advised chairs to review their department's evaluations. Where are they doing well, where do they need work? Have them ready for the fall semester.

5. In Closing

M. Farrar announced that the new Interim CAS Dean will be chosen by late June. She requested suggestions on formulating a response to the ASP report. In addition, she offered incoming chairs an opportunity to participate in a department chair workshop through the Council of Independent Colleges. Please contact M. Farrar if interested.

Meeting adjourned: 5:07 pm

Submitted by Ellen Valentine