

### Summary

Attendees: Dean Tymas-Jones, Associate Dean Brent Schneider, Assistant Dean Liz Leckie, Assistant Dean Joelle Lien, Karineh Hovsepian, Brian Snapp, Dan Evans, Nolan Baumgartner, Aubrey Vickers, Janet Soller, Maureen Laird, Jay Kim, Rob Wood, Rachel Osterman, Kevin Hanson, Lien Fan Shen, Brian Patrick, Steve Pecchia-Bekum, Candida Duran, Sharee Lane, Haley Israelsen, Benjamin Mielke, James Larsen, James Gardner, Susan Neimoyer, Russ Schmidt, John Costa (alternate for Bruce Quaglia), Mary Ann Dresher, Gage Williams, Brenda Van der Wiel, Peder Melhuse, Barbara Smith, Olivia Vessel

1. Call to Order:

The meeting is called to order at 3:33 pm.

2. Approval of Minutes:

From April 6, 2012 meeting. Posted on CFA website.

Dean Tymas-Jones calls the meeting to order and welcomes everyone. The Dean asks for a motion of the approval of the previous meeting's minutes. A motion is made and seconded. All are in favor and the motion passes.

3. Request for New Business:

Dean Tymas-Jones calls for any new business. Karineh Hovsepian says she has some new business that she would like to discuss. As part of Strategic Plan Goal Six, she would like to request an addendum to the College Charter to create a "Budget Advisory Committee." Dean Tymas-Jones clarifies that a Budget Advisory Committee would be a standing committee, and as such would need to be included in the College Charter. The Dean indicates that the Council will bring this item back in the discussion of the College Charter. He announces to the Council that this request is outside of the pre-requisite "one-week before" notification time period. If the Council agrees to consider this new business, they must waive the time period. The Council agrees to waive the time period and consider the Budget Advisory Committee during the College Charter discussion.

4. Consent Calendar:

Dean Tymas-Jones announces the following newly appointed faculty for the information of the Council. He says that we have had a banner year in terms of new faculty joining our ranks. The following newly appointed faculty have joined the College of Fine Arts:

Newly Appointed Faculty:

- Lauren Gallaspy - Assistant Professor (Art & Art History)
- Wendy Wischer - Assistant Professor (Art & Art History)
- Rory Foster - Visiting Associate Professor (Ballet)
- Jay Kim - Assistant Professor (Ballet)
- Victoria Stocki - Instructor Lecturer (Ballet)
- Sarah Projansky - Professor (Film & Media Arts/Gender Studies)
- Shaun Boyle - Assistant Professor, Lecturer (Modern Dance)
- Barlow Bradford - Ellen Nielsen Barnes Endowed Presidential Chair in Choral Studies (Music)
- Catherine Mayes - Assistant Professor (Music)
- Denny Berry - Assistant Professor (Theatre)

5. Dean's Report:

CFA Report (Dean Raymond Tymas-Jones)

Dean Tymas-Jones says that as a part of his report he would like to speak about the Raymond C. Morales Post-doctorate/Post-MFA Fellowship Program. He says that he had mentioned it during the College-wide Faculty & Staff meeting, but because students were not at that meeting he would like to touch briefly on it. The College has, in addition to the outstanding faculty listed on the agenda, three new Fellows: Jessica Pearson in Modern Dance, Maria del Mar Gonzalez-Gonzalez in Art & Art History, and Dr. Martine Kei Green-Rogers in Theatre. He says that we are very happy to have these three outstanding ladies join our faculty. They will provide a broader

diversity among our faculty, but also diversify our curricular offerings. For the students in these three departments, he encourages them to reach out and meet the Fellows.

Dean Tymas-Jones says that he would also like to speak a little about the Funds for Excellence. The Fund was established two years ago, and last year was a stellar year in terms of giving. The Development Office had made a goal of raising \$100K and were able to raise \$82K. Of that money, \$6K came from the faculty. Within the College there are approximately 32 faculty members who are giving to the Funds for Excellence. There are also 14 auxiliary faculty who give regularly to the Funds for Excellence. Dean Tymas-Jones thanks everyone who participates. From these funds, it has been determined that each unit within the College will receive \$1K each to give to students for scholarships. Each department will determine for themselves the criteria to use for awarding that money. In addition, the Dean encourages everyone who has not signed up for donating to the Funds for Excellence to consider it.

Dean Tymas-Jones reports on the College-wide Faculty & Staff and says that meeting was outstanding. There were over 100 Faculty & Staff in attendance on a Friday before a holiday. The Dean wants to highlight that the CFA is making an extraordinary contribution towards the SCH of the University. Our College provides over 68,000 credit hours in terms of students who take courses in our units. That is over 8% of the SCH of the entire University. In addition, we had over 11,000 students who took advantage of the U & the Arts Pass last year. The College is looking forward to a continual increase in students having access to the Arts on campus. The Dean indicates that Karineh Hovespian will give a financial report in terms of information that was given out at the College-wide Faculty & Staff meeting later in the agenda.

Dean Tymas-Jones says that the Arts Bash was a tremendous success. We had between 3,000-5,000 students attend the bash. He heard from Kathy Hajeb (the Executive Director for Technology Venture Development), who indicated that she can see this becoming a wonderful tradition and that students will gather each year to see what is happening in the Arts.

The Dean says that on Oct. 26<sup>th</sup> we will be having the College Awards Banquet. Previously it was called the “Distinguished Alumni Reception,” but now we are going to be giving out Faculty & Staff Excellence Awards, and having a full meal. This banquet serves as the first official gathering of the College’s faculty & staff. Brent Schneider reminds all that there is an RSVP attached to this event, so please RSVP as soon as possible.

Dean Tymas-Jones says that each department has been asked to work on their own Strategic Plan. The College Strategic Plan gives a framework for how to create broad goals. The specificity should now come at the Department level. He encourages all the SACs to really insist on being a part of that conversation. It will inform the faculty & staff, and provide a holistic approach to putting the students first.

Dean Tymas-Jones comments that he is still interested in interdisciplinary collaboration college-wide. He is going to be, within the next semesters, having conversations with individual faculty members throughout the College to hear their ideas. His intent is to invite those faculty members to dinner with him and give him ideas (a comprehensive list of faculty will be invited). He wants to see us becoming even more of a “Creative College.”

Dean Tymas-Jones indicates that he has asked for Cami Rives to schedule a time when he can come to each department and visit with the faculty. Cami announces that she has scheduled some of these meetings, and she is waiting for the rest of the departments to get back to her.

## 6. Dean’s Staff Reports:

### CFA Faculty Report (Associate Dean Brent Schneider)

Brent Schneider says that RPT season is upon us. Liz Leckie has already been working with the SACs on their part for the RPT process. Brent indicates that the reason the timeline is so tight is due to the University Guidelines—everyone has the same timeline on Campus. The College tries to submit the files to the President by the end of December. He asks if anyone on the Council has questions about RPT? He has visited several RPT committees throughout the College to explain the RPT process. Brent is asked if all documents will be electronic this year? Brent indicates that this year all formal RPT reviews must use e-RPT. The University is aware that the e-RPT system has some major glitches, and they are trying to rectify that. This year the informal review can be paper to the College office, and before the end of the semester those reviews must be in the e-RPT system. The formal reviews need to be electronic from the beginning.

Brent is asked if faculty members have an informal review this year if they should submit their documents to their departments electronically? Brent indicates that would be the best way to proceed, otherwise each department's Administrative Assistants will need to digitize them.

There is a suggestion from the Council that faculty from the Council could go back to their departments and let the rest of the faculty them know about this, especially for those faculty members who are on post-tenure reviews.

Brent is asked about issues that have been happening with digitizing documents. Brent indicates that if anyone has specific questions, he is more than happy to speak with them directly.

Brent Schneider announces that the Faculty Travel Fund application is on the web. This year \$30K has been allocated for faculty travel—both for regular and auxiliary faculty.

Brent announces that there is a calendar on both the faculty & staff tabs on the College Website with all meetings of the College listed. He encourages everyone in attendance to check out the calendar.

Brent reports on the faculty workshop that was held on Aug. 9<sup>th</sup> & 10<sup>th</sup> of this year. The responses to the workshop were overwhelmingly positive. It has been decided to continue with similar faculty workshops. There will be another workshop next year, and a follow-up to this year's workshop on the week before school starts in January.

Brent says that he has been receiving numerous questions about curriculum. He is asked when the curriculum deadline is? Brent indicates that it is Dec. 14<sup>th</sup>. Brent says that the University decided to go electronic with curriculum, and thus changed their deadlines. This made the College have to change their deadlines. Any new courses, deactivations, changes in credit hours, changes in titles, changes in credit, or changes to program of study need to be submitted to the Curriculum Committees. All of these need to be vetted by both the department committees, and then submitted to the College Committee. The curriculum meetings within the departments need to happen before Dec. 14<sup>th</sup>. After that, the College Curriculum Committee Meeting is scheduled for the first Friday of classes in January. The reason for this is so that all changes will be implemented before the first students register for classes. The College wants to have our programs of study up-to-date so that students will know what they are going to study.

There is a question about Gen Ed courses. Brent indicates that the university Gen Ed committees are accepting proposals for new classes, but until the new guidelines for undergraduate education are firmed up, they will not be reviewing those existing Gen Ed courses. Brent is asked who is responsible for these new guidelines? Brent says that Ann Darling (the Associate Dean of Undergraduate Studies) is in charge of all Gen Ed. The University is in the third year of the Gen Ed revision process, and we are hoping that all of those revisions will be in place for implementation next year. Brent reminds everyone that Ann Darling came to our College Council meeting last April. Hopefully by the end of this year we will hear how this will take shape next year.

Brent is asked if someone applies for a Gen Ed designation now if they will get the same designation as in the past or if they will be put in one of the new categories? Brent is not sure. Dean Tymas-Jones says that curriculum belongs to the faculty, so whatever process they put into place needs to solicit input from the faculty. It seems to him that there will need to be a gathering of the faculty so that faculty can implement it. Brent says that while these changes will be headed up by Martha Bradley and Ann Darling, they won't be approved without going through the Academic Senate.

#### CFA Student Report (Assistant Dean Liz Leckie)

Liz Leckie asks for all the students in the room to stand up. She welcomes them as the new SAC reps for 2012-13. She wants to let everyone know that the SACs have meet and they are getting organized. On Monday, ASUU will do a SAC training and the SAC leaders will go. This is where they will be officially registered as SACs.

Liz says that the College has three grant programs for students, and some of them are new, so she would like to present them to the Council. First is Fine Arts Fees Grants. Student groups (graduate or undergraduate) can write proposals for that money, and they need to be registered through ASUU. Last year the College gave money for 25 grants. This year Liz says that she has seen 17 students at grant workshops already. She encourages members of the Council that, if they have students who are talking to them about things that they would like to see happen

within the College, please encourage them to organize as a group and apply for funds. The Deadline for Fine Arts Fees Grants is Sept. 28<sup>th</sup>. The second grant Liz would like to present is the Graduate Student Travel Grant. Grad students who are presenting/performing at a conference can apply for up to \$500 to offset the cost of travel. This is a first-come first-served situation, and does not require matching funds from the Departments. The third grant opportunity Liz presents is the Emerging Leaders Grant. The deadline for this first year is a rolling-deadline. All the dates are on the website under “Emerging Leaders.”

Liz presents the newly re-invigorated CFA blog, called “The Finer Points.” The idea behind this is an opportunity to connect with students outside of the classroom. We have students who would like to guest-blog. Anyone can follow the blog, and anyone who wants to can blog. Liz asks if there are questions about any of that? There are none.

Liz is asked about the retention rate for “5% Students.” Liz says that when she started her position in January and she spent some time looking at the numbers, and they aren’t good. She explains what “5% Students” are—that students who apply for admissions to the U, if they didn’t meet the standards, the file could go to the department and the department could say that they would sponsor those students in order for the students to be admitted. Previously there weren’t any criteria for how those students were sponsored. The problem was that, since there wasn’t a unified program, there were students who had academic issues and they weren’t being supported. Liz says that she has the exact data back in her office, but of the students who started in 2010 we have only a third of those students left. In 2011 we have about half of them left, but some of them are currently in academic trouble. This year, with the hiring of the new CFA advisors, all of the students who are being sponsored have met with an academic advisor and their classes have been looked at. Liz says that if any of the faculty members on the Council happens to have a student in their class, they may not know, but if a student comes up to you and asks how they are doing in your class, they might be asking this to let the advisors know. Liz says that we’re hoping that we can catch those issues and help those students better. There isn’t a program across campus, so we are trying to help them and give them resources that they need.

Liz is asked if we just monitor them at the College level, then? Liz says that this is the way it is happening currently. For next year, there might be changes. It is suggested that there are several places that do very well in terms of retention (for example the Office for Diversity). The strategy is that the student has a feeling of belonging to the University, and that helps with retention. Liz is asked if we would like to have that sort of strategy as a College? Liz says that Office of Diversity is pretty localized, and the College is pretty spread-out. That is one of the issues that the College is trying to address.

Liz is asked if there are so few 5% students, if it would be good for the chairs/director to meet with them? Liz says that it might be good, but the student would need to know why. Dean Tymas-Jones says that all of this goes back into the decision-making process. How are you determining those who you are admitting into your programs? If the department is sponsoring a student, along with the College, then it makes a stronger case for bringing in a student than if it is only the chair sitting in his/her office and making a decision. Some of this has to be discussed in terms of how we look at the portfolios of students who are coming into the program.

A suggestion is made that perhaps we can do it like Athletics does—where the faculty are notified that an athlete is in their class. Liz says that the idea is that we encourage the student to have that conversation with their instructors, and then the advisors follow up with the student to make sure they have had that conversation. Liz says that the data isn’t complete. It is currently only for the first year, and sometimes the students have a problem in their second year.

It is suggested that this is part of a larger issue that needs to be kept track of. We don’t know who the 5% students are, we don’t know who the Honors students are, and we don’t know who the Innovation Scholars are. The rate of retention is the primary criteria for success, and we have at least a dozen different scholar notations, but we don’t know who they are. This creates difficulties. It is suggested that Sylvia Torti from the Honors College might help with that. Liz says that she is happy to help with that, as well.

#### CFA Financial Report (Karineh Hovsepan)

Karineh Hovsepan says she is happy to report that we are optimistic about our financial health in the College. As a result of some vigorous lobbying of the Sr VP’s Office, the College was given several faculty-lines, some of whom were hired for this year. The College has also made headway with systematically raising faculty salaries. They have additionally let Upper Administration

know how much remains to bring salaries within the College up to the levels of comparable institutions.

Karineh continues that, as the Dean mentioned at the College-wide Faculty & Staff meeting, the College Office has partnered with the departments, and for the first time all of the departments have had a balanced budget. She refers to the handouts and says that the next graph notes the college-wide non-personnel funding that was allocated this past academic year. This year the faculty travel allocation is \$30K (last year it was \$28K). Also, just over \$200K was allocated for instructional equipment. Karineh says that they are trying very hard to do as much as they can to give the units as much support as they can at this point.

Karineh says that at the last College Council meeting it was requested that we report back about the instructional equipment allocations for the past two years. Karineh explains the data on the two handouts and asks if there are any questions.

Karineh is asked if she wants actual numbers where they are different from committed funds? She says yes.

7. Special Committee Reports:  
Facilities Needs Assessment Committee (Justin Diggle)

Dean Tymas-Jones says that last year the College put together a committee to assess the facilities needs within the College. That committee has concluded their review and submitted their report. Bruce Gillars (Director of Space Planning & Management) was so impressed with our committee that he is going to try and get the other Colleges to do the same thing. The members of the committee were Shawn Porter, Justin Diggle, and Donn Schaefer. The Dean says that he has asked for that committee to present their findings to the College Council and he turns the time over to Justin Diggle to give an overview of their report.

Justin says that the first part of their review was an assessment of the classrooms—how many times the classes are used, how many students are in the classes, etc. They found that not only is the College spread out, but a lot of departments are holding classes in other buildings across campus. There is a lack of identity throughout the College because of that spread. The second part of their review was where they went around and toured all the facilities from basement to top to see how the buildings were being used—good spaces, bad spaces, etc. They talked to chairs and facilities managers, and looked at HVAC systems, everything. For the final part of the review the Committee talked to the chairs to find out what were the needs of the faculty in terms of their curricular issues and what was lacking and what was needed. They were trying to discover where there were basic building issues that really need to be tackled. Justin says the Committee ended up with a list from each department as to their primary needs. Some were big-ticket items (as in a new building) and some were small-ticket items (such as a new HVAC system). The Committee then took that list and came up with their own list. The three members of the committee came up with their own list incorporating both the big- and small-ticket items. In the report that they submitted, they gave brief reasons for each of their decisions. That report was given to the Chairs and to the College Office, and is available for anyone who is interested. Justin asks if there are any questions? There are none.

Dean Tymas-Jones thanks Justin & his committee for their wonderful work on this report.

8. Notice of Intent:

Dean Tymas-Jones says that these items on the agenda are not for discussion today, but to give everyone notice that we want to discuss these items at our next meeting.

AdHoc Committee to Review College Auxiliary Faculty Evaluation & Promotion Policy

Capital Campaign Planning

Outcome of College of Fine Arts Student Survey

9. Debate Calendar:  
College Charter Revisions

Brent Schneider says that everyone should have received via e-mail the proposed language change for the College Charter regarding Staff representation on the College Council. Brent

indicates that at the last College Council meeting this had been discussed, and it was tabled at the time so that Goal 5 of the Strategic Plan Committee could make a recommendation. This is the language that the Goal 5 Committee has come up with and this language will replace the previous language of the charter:

The Dean, Associate Dean(s), Assistant Dean(s), chair/director of each academic unit (department, school), two elected faculty members from regular faculty ranks in each academic unit of the College, or their **elected** regular **faculty** alternate, one elected auxiliary faculty member from each academic unit, or their elected **auxiliary faculty** alternate, and ~~two staff members from the College (appointed by the Dean on a rotating basis from each unit in the College)~~ **three staff members from the College or their elected staff alternate** shall constitute the Council and have voting privileges.

The elected Student Advisory Committee representatives - one undergraduate representative from each unit and one graduate representative from each unit in the College with a graduate program (or their alternate) - shall also be members of the Council and have voting privileges.

The term of service for faculty members serving on the council will be two years. The departments/school will elect one representative annually to replace the outgoing faculty member from their unit, providing continuity on the council. ~~The Dean shall appoint staff members to serve staggered two-year terms.~~ **Staff members will be elected by respective "staff groups" created from the six units in the College and will serve staggered three-year terms according to the rotation of "groups."** The Dean, Associate/Assistant Deans, and Chairs/Director shall be members of the College Council for the duration of their appointments.

Brent asks if there is a motion before the Council. A motion is made to approve this language. It is seconded. All are in favor and the motion passes.

Brent says that the language in the first paragraph of the College Charter also includes the words "elected" and "faculty". Brent is asked what this does to the number of auxiliary faculty reps on the Council? Brent says that there will be one from each unit.

Brent asks if there is a motion on the floor. A motion to approve the new language is made. It is seconded. There is no discussion about the motion. All are in favor and the motion passes.

Brent says that the Council must now address the New Business that was brought up at the beginning of the meeting. He explains that ad hoc committees can be appointed at any time; however standing committees must be included in the Charter.

Brent clarifies what the Budget Advisory Committee would mean. He explains that occasionally the Dean will have funds left over in certain areas (for example equipment funding), and the Dean would like to have an Advisory Committee to help him determine how to spend those remaining funds.

The proposed language to be inserted into the College Charter is as follows:

**The College of Fine Arts Budget Advisory Committee will serve as a standing committee to advise the Dean on the allocation of specific discretionary funds. The Dean will appoint committee members after consultation with the Chairs/Director. Appointments will be for a renewable 2-year term. The College of Fine Arts Director of Finance will be an ex-officio member of the committee. Committee members may be selected from faculty and/or staff not necessarily serving concurrently on the College Council.**

Brent is asked how many people will be on the committee? He answers that there is no number specified. Brent is asked for how long they will serve on the committee? He says that the language says a term is two years, with an option to renew—so a member of this committee could serve two years and be renewed for two more years. Brent asks if there are any suggested changes to this? Brent says this current language matches the college RPT Committee terms—two years renewable and then off for two years before serving again. It is mentioned by a Council member that, having served on the committee, he thinks that this language will be good.



Karineh Hovespian adds that the CFA Director of Finance should be included as an ex-officio member. Dean Tymas-Jones adds that the members of the committee wouldn't necessarily come from the College Council.

Brent asks if there is a motion on the floor? A motion is made to provisionally accept the language that has been discussed. It is seconded. All are in favor and the motion passes.

10. Information Calendar:

- *College of Fine Arts Awards Banquet: September 26<sup>th</sup>, 5:30 pm (Officer's Club)*
- *College Assembly: September 27<sup>th</sup>, 10:45 am (Kingsbury Hall)*
- *Fine Arts Fees Grants Proposals Due by 5:00 pm on Sept. 28<sup>th</sup>*
- *Fine Arts Fees Grants Committee Meeting: Oct. 5<sup>th</sup>, 3:00 pm (ART 158)*
- *Dee Grant Reception: Oct. 16<sup>th</sup>, 5:00 pm (Squatters)*
- *College of Fine Arts Scholarship Luncheon: Oct. 18<sup>th</sup>, 12:00 – 1:30 pm (Officer's Club)*

11. Adjournment: The meeting adjourns at 4:58pm.

Dean Tymas-Jones invites everyone on the Council to submit agenda items for future meetings. He wants everyone to feel free to bring up issues that the Council will discuss and take under consideration. Everyone's full participation is welcome and encouraged.

Future Meetings: November 16<sup>th</sup>, February 8<sup>th</sup>, April 5<sup>th</sup>