

**CFC Meeting Minutes**  
**May 6, 2015, 3:30 in the Vogel Room**

PRESENT: Jim Schnoebelen, Janet Sharp, Jennifer Wagner, Corey Zwikstra, Jason Emry, Susan Bjerke, Stephanie Decker, Eric McHenry, Craig Treinen, Rick Barker, Nan Sun, Seid Adem, Karen Camarda, Tracy Routsong, Gabi Lunte, Kathy Menzie, Ross Friesen, Parker Lockwood, Michael Hager, and Dave Provorse

- I. Dean Stephenson called the meeting to order at 3:30 pm.
- II. Dean Stephenson welcomed the new CFC Representatives.
- III. The minutes of March 4, 2015 were approved.
- IV. Division Reports:
  - A. The Natural Sciences Division minutes of February 13, 2015 were accepted.
  - B. The Natural Sciences Division minutes of March 13, 2015 were accepted.
  - C. The CPA Division minutes of April 22, 2015 were accepted.
- V. Brief Items
  - A. Update on declaring minors: We were told early on by Floyd Davenport that they were working on this. The Board of Regents at the last meeting approved Degreeworks software that will replace our current degree audits software and will likely help us track our minors. The group said that these should include a discussion with the advisor and approval of the department.
  - B. SIR-II: We have been piloting the form this semester. We had nine classes that have been using this form as part of their evaluations for the past two weeks. There have been a few blips with implementation, mostly on the setup side (it was not as simple as we imagined it to be). We hope some of these issues will get better with time as we become used to it. We had about 80% participation rate which is similar to face-to-face evaluations. The feedback was positive and reflected only a few problems with students having devices that didn't work. Students indicated that they liked it better than the standard mode of doing course evaluations. The timing has averaged 5-15 minutes, so it shouldn't take too much more time than our current evaluations. We will send one more round of test evaluations for faculty who would like to participate. If you have feedback about the survey, please put it in the comments box of the test survey.
- VI. Committee Reports: NONE
- VII. Discussion
  - A. Dean's Report for FY15:
    1. We revised the college mission statement, and created a strategic plan that rivals Vision 2022, accomplished much on the Student Perception form changes, and we've had a good discussion on student engagement and retention.
    2. We had a busy curriculum committee; we had 32 courses, 6 new programs, 5 program changes, and had our first online approval vote (very successful) this year.
    3. We are wrapping up our success groups. We ended up with 9 groups

comprised of 32 faculty and these have been very successful; we'll be getting reports back soon.

4. For the spring: we tried sections of Developmental English and Development Math and we're looking at them to determine if it's a successful model. English is looking at having more in the fall though Math may not.
  5. Resources: We used a new online system for approval. We were awarded over \$90,000 in new equipment (though the number of request was over \$220,000). For tech: we were awarded \$20,000 with \$59,000 in request. Capital improvement approved totaled \$52,900. On both fronts, we made progress. Biggest disappointment: the elevator for Carnegie was not approved (though it will probably be addressed in the next few years).
  6. New endowments and projects: The new smaller recital hall (still considering where to put it); the money allocated for scholarships was almost double what it was from last year (now almost \$90,000) because of a new endowed scholarship for the sciences; there is also a new monetary prize for science teaching selected by students (we ended up choosing seniors to vote on this)—TBA soon.
  7. We also did have budget cuts this year; had to cut about \$200,000 this year (about a 1.7% cut). These have largely been absorbed through salary savings and reallocation of some personnel.
  8. We had a very successful year in terms of new hires; we had 16 searches this year (12 tenure-track; 3 are still on going, and 2 weren't successful but will go on next year).
  9. Travel: We funded 81 different conference trips this year and used up all of our money.
  10. T&P: Kathy Menzie chaired the college committee again. This moved to being an electronic process here. 3 were up for tenure and promoted, and 2 moved up to full.
  11. We also hired Grace Hildenbrand as the College Communications Coordinator/Assistant to the Dean. She helped us construct an organizational chart to help with communication flow in the College. Grace will be working with departments on revising webpages.
  12. We sent out our first e-mail newsletter and will be doing another soon. If you have ideas, please let them know.
  13. We created a student advisory board to get student input on how to improve the College and had a kickoff meeting last week.
  14. We also worked on improving our relationship with Admissions and Endowment.
- B. Issues for next year's CFC:
1. October 23-24, 2015 will be the Grand Homecoming for the 150<sup>th</sup> celebration. Departments are encouraged to do open houses or other events to bring alumni on campus.
  2. We'll be working on the website.
  3. Professional development committee will work toward implementing the Senior Lecturer rank. We need to talk about what this rank means and how

to implement it.

4. Need to continue our discussion of recruitment and retention of students.
5. We should be out of our current temporary space and into our new office by May 22 (Moving on May 21).
6. We might want to review the rules about placing CFC members on committees. Along with this, we may want to reconcile what the Handbook says with what the CFC actually does.

VIII. New Business:

- A. Subcommittee Assignments for 2015-2016 were approved.
- B. Election of Subcommittee Chairs commenced; chairs selected were:
  1. Curriculum: Dave Provorse
  2. Resources: TBD
  3. Professional Development: Michael Hager
    - a. Research Committee member: Kara Kendall-Morwick

IX. Announcements:

- A. Please attend commencement on May 16, 2015.

- X. Dean Stephenson adjourned the meeting at 4:20pm.