



College of Humanities and Social Science

Chair Meeting Minutes

September 8, 2015

I. Call to order

Dean Jim McDonald called to order the regular meeting of the Chairs at 3:00 p.m. on September 8, 2015 at HSS Conference Room.

II. Attendance

Jacqueline Russell took attendance and the following persons were present: Dean Jim McDonald, Elise Leahy, Art Challis, Britt Mace, Jessica Tvordi, Mark Miller, Matt Barton, Ravi Roy, Katya Konkle, Aimee Keller, and Jacqueline Russell

III. New business

A. Elise Leahy discussed the college publications. Once the budget is established we will know how many personnel we can use to help construct the HSS Journal and Reflections publications.

- a. Tommy Gugino (Office of Marketing and Communications) contacted Elise regarding public relations for the college. He asked that a press release or significant events be conveyed to him.
- b. Elise requested suggestions from each department for individuals that could provide information to Tommy for press releases or that have strong writing skills to help write articles for the HSS Journal and Reflections. Writers could potentially be hired on as paid internships, internship credit, or work study. Elise will draft an email to Chairs and to be forwarded to faculty.

B. Katya discussed when the Chairs would like students to be transitioned from Academic Advisors to the departments for career advising. Academic Advisors discuss transferable skills, possible careers, and other major-to-career related topics with students. Department Chairs asked that students be referred to the department website or department Handout, and then sent to their office with further questions. Communications asked that the Academic Advisors try to narrow down the student's interests first, to help provide guidance and then send them over to the department for further discussion.

- a. There needs to be more discussion with students about the career options with the various minors, double majors (specifically with languages), and certifications.

Also, conversations with students about careers should start earlier so that they can think more broadly about career options in regard to different majors.

- b. Major/Career Fair attendance can aide in providing awareness for the different careers associated with various majors. Language would like to attend
 - c. Currently, the Academic Advisors are referring students to o-netonline.org, the Occupational Handbook, and whatcanidowiththismajor.com/major.
 - d. Nota bene: Who has taken over the role of Brent Jones and his battery of aptitude testing that has proven highly valuable in connecting students to majors?
- C.** An HSS website revamp is forthcoming. Previously, the site was designed by faculty for faculty and the new site will be more useful for all users. The Dean will be meeting with Nikki Koontz (Assistant Director of Marketing) is scheduled for Friday, September 11th, to discuss the new site.
- D.** Title IX cards are available and should be distributed to all employees. There is also a Title IX letter by Deb Hill that asks our help to maintain SUU as a discrimination and harassment free workplace.
- E.** Sustainability Studies curriculum is being revised to draw more students. Enrollment is down and the Trustees were unhappy with the program during the three year review. Britt Mace may be the spokesperson and the program may be able to draw interest from: the Earth Club, Environmental Psych, Ag Department, Globalization, and highlighting in the Reflections publication. May also be to link it to the Wrenched documentary (??).
- F.** Britt Mace has completed his three years of service as University LRT Committee Member and a new member needs to be appointed. Faculty can be on two LRT committees, but not on two consecutive levels (e.g. college and university).

IV. Roundtable

- A.** FSSF discussions will be next week at the Chair's meeting. The documents are available Canvas for review.
- B.** FAARs will likely be deposited into a Google Drive location. Logistics of Drive site creation and routing to be ironed out soon. Each department will have their own and will likely initiate action.

V. Adjournment

Dean Jim McDonald adjourned the meeting at 3:52 p.m.

Minutes submitted by: Jacqueline Russell

Minutes approved by: Jim McDonald