

## **CAS Department Chairs**

### Meeting Minutes

*October 19, 2015*

*Guests:*

*Next meeting:* November 18, 2015  
Lee Hall, 412

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#### **I. Announcements**

- Digital Tech Survey-Debra Schleef will be sending out the digital tech survey and has asked everyone to complete it, including the adjunct faculty.
- Admissions Event-Richard thanked all who participated in the event on Saturday, October 17<sup>th</sup> and asked Chairs to forward his thanks to other participants.

#### **II. Digital Measures**

Digital Measures is an electronic program the Provost and College of Business are looking into for UMW. It would house faculty CVs. Within the database you can generate several types of reports; an example would be to request a list of all publications by departments, and/or disciplines. It would be a long-term contract. For the initial period the cost would be about 15K.

With the request form UFC to have the all faculty publications posted, it was suggested that next year, Office Managers would collect the information and send a list to the Dean's office. They could do this when sending in CVs and FAARs on the flash drive. All the information would be combined into a spreadsheet that would again be published on the Provost's website.

*Consensus of the meeting was that Arts and Sciences would not go forward with the purchase of Digital Measures.* A couple of people noted that should more significant reporting eventually be necessary, or if we get "left behind" when compared to others, we might want to reconsider the decision.

#### **III. Internship Guidelines**

A draft proposal was handed out with the guidelines for students to apply for an internship funded by the CAS Advisory Board. The internship funding will begin next summer for students that meet the criteria: unpaid internship, 35 hours/per week, register for 1-3 credit(s) hour class, and financial need. The application form will be similar to the undergraduate research application. Chairs made several suggestions for modifying the criteria, particularly in terms of hours required to see that they lined up with most internships. [Richard has subsequently incorporated suggestions and has worked with Tim O'Donnell on next steps.]

#### **IV. Searches: questions and later steps**

Reminder: Prior to contacting possible candidates to interview, the demographic pool of candidates must be approved by the Dean—"certification." Once the Dean has approved the pool it is sent to HR for approval.

#### **V. Review of redrafted Vision Statement and first draft of Mission Statement**

- Vision Statement: A few changes were made to the document. Richard will share the statement with the Provost. Once approved, it will be added to the website.
- Mission Statement: No Changes to statement. Richard will email the redrafted statement. Goals and ideas related to them were discussed. Examples include a center for science pedagogy, universal goals for the university, and questions about sources of funding. We will soon discuss setting goals the departments would like to work on.