

**Joint Cabinet/Leadership Team
Iowa State University
MINUTES
March 1, 2005**

1. Approval of February 1 minutes

Minutes were approved.

2. Update from Dean's Council and Provost Academic Council

- a. Centers and Institutes: The deans presented information related to centers and institutions. They asked Cabinet members to start collecting data on how much State money is involved (salaries, graduate assistants, etc.) Colleges will need to determine an accurate picture of what the colleges have invested in centers and institutes.
- b. Donor Records: Lisa Eslinger, Paul Tanaka, and Sarah Buck presented information related to donor records and confidentiality. Refer to ISU Foundation Website.
- c. Jim Davis, Instructional Technology, reported his office is looking at a University-wide system for faculty curriculum vitas.
- d. Des Moines Art Festival: Stan Johnson reported on the Des Moines Art Festival, to be held June 24-26, at the Locust Street Bridge. ISU Extension spends \$75,000 to purchase a bridge for displays during the Art Festival. Goal is to promote 4-H, youth development, and subject matter (food, fitness). Plan is to use current displays that have been developed for other exhibits and the State Fair.

Items 3, 4, and 5 are items from the Implementation Steering Committee.

3. Communication with Advisors

Advisors need to communicate any issues with students, courses, and/or programs related to the consolidation back to department chair, associate dean, dean so that the issues can all be conveyed to the University level. It was suggested to have Kathy Jones draft a message that Student Services in both colleges would send to advisors.

4. College Abbreviation

The College abbreviation for most internal Beardshear records will be H Sci.

5. Cost Estimate for Reprinting Stationery, Business Cards, etc.

Human Sciences will get help from the Provost's Office with costs for stationery, business cards, etc. The Deans asked Cabinet members to begin reviewing use of brochures, which brochures, letterhead, and other documents need to be completely redone or require minor changes, and to look at costs related to these changes.

6. Internal Committee Assignments, and any reports/updates

a. Budget

Unit/Department Chairs can distribute the memo from Jerry and Pam related to plans for reallocation, etc.

b. Status on Personnel Issues, Human Resources

The College is at the end of the first stage of interviews. By the end of the week, the information related to the next stage (P14 and P13 positions) will be distributed. Any P&S not assigned after completion of these two stages will receive a notice. Following completion of the second stage, information will be distributed regarding Merit positions.

c. Committee on committees

Student membership on various committees is being finalized.

d. Research support process, grants and contracts

This group has met and discussed gold sheets and the routing – to continue through the Associate Dean for Research. Structure for faculty support has been discussed, with a request for research support sent to the two Interim Deans.

e. Space, renovation, moving – M. Gregoire

Mary Gregoire and Roger Smith serve on both the internal and the University-level committee. Dr. Gregoire distributed a handout outlining long- and short-term goals. Question was raised whether a new telephone number should be assigned to the main number in the Dean's Office; decision was there should be a new number. Individual faculty/staff members would keep their old numbers.

Timing of moves was discussed. The Dean's office needs to be functioning by July 1. Moves need to be scheduled to protect Student Services area from being involved in a move during orientation; and fiscal officers during year-end closing. Associate Dean for Undergraduate Programs needs proximity to Student Services staff and to the Dean. It is planned to pull all of Student Services together, including Teacher Licensure and Students Services personnel.

The remodeling project has been approved by the Capital Committee. Next steps are designation of a project manager, selection of an architect, and presentation to the Regents.

f. Communication/marketing

Betty Rasmussen reported on meetings of the group. Cathy Curtis and Betty have met to discuss public events throughout the year in the current colleges. A list of events will be developed, showing similarities and differences. Cathy Curtis asked Betty to report that the implementation phase version of the www.humansciences.iastate.edu website is up and is being updated almost daily. Cathy will attend Joint Cabinet/Leadership Team meeting on April 5 to propose plans for the more permanent version of the site. Darlene Fratzke and Cathy Curtis will be meeting with Mauck and Associates and Carole Custer on March 3 to review and discuss college brochures.

g. Graduations

The two colleges' commencement activities are done very differently. Plan is to send a brief survey to undergraduates who are graduating next year, and their parents, related to convocation/commencement activities. Plan is to have the fall '05 convocation early Friday evening preceding graduate commencement. Decision needs to be made regarding color of tassels for the new college.

h. Special events (April, July)

There is a committee assigned to work on a celebration to occur mid-April. Mary Winter is Chair of the committee; faculty and staff in both colleges will also serve on the committee.

7. Joint Faculty Meeting – Spring (April 19)

A Joint Faculty Meeting to discuss promotion and tenure had been tentatively planned for April 19. Susan Carlson is available that date to serve as facilitator; however, three department chairs will not be available. Following discussion, the decision was made to proceed with the April 19 date for this meeting.

8. Changing of FCS to HS on documents etc – (program/courses)

Mary Gregoire discussed an issue that needs attention both in and outside the colleges. There apparently has been a misconception that the wording in any documents that use the term Family and Consumer Sciences will automatically be changed to Human Sciences. This will not be the case for the FCEDS program or for the titles of the courses in that program. Mary Winter indicated this is also true for the Masters of Family and Consumer Sciences; and Jane Ann Stout indicated that Families Extension will remain the same title. Clarification needs to be made with the colleges and the University that an automatic change of the words FCS to HS in every document does not occur.

9. Other items previously identified/addition of any more

SEA/CEES funds distribution

Research support

Computer issues

Adoption of uniform annual report system

Technology infrastructure

Advising Models – differences in the 2 colleges; staffing issues

Development issues; Donor relations; Ring of Life; Scholarships – at college level

Archiving – Tanya Zanish-Belcher, University Library

Legislative Relations – Jon Murphy (Washington, D.C. liaison)

Dean's portraits/art collections

4-H youth development

