

Joint Cabinet/Leadership Team
Iowa State University
MINUTES
April 5, 2005

1. New College Web site and department/unit Web sites – Cathy Curtis

Cathy Curtis, Maury Bousson, and Amit Chaudhary presented a Powerpoint overview of the Human Sciences Website. Everyone's URL will change. The new Website will use ISU virtual identity, with cascading style sheets. They are creating 3 templates which will assist departments in customizing pages. The header will be maintained by the College; each department will have one footer file, and a subfooter can be created for each sub-unit or category.

It was suggested that each Web author use Dreamweaver Software, available for \$100 at the University Book Store. There are also several copies available in CELT. Workshops will be planned for Web authors, who will download templates, create footer, and links, add pictures, etc. A lot of the current content can be cut and pasted. Site should be up later in the week for departments to use. The old site will "go dark" July 1, with link to new site.

Next step is to notify departments when this is ready. Departments will need to designate who from each department will serve as author. Department Chairs and Associate Deans expressed concern regarding the resources and lack of staff time to accomplish the tasks. Further discussion will be held regarding resources, and who should be involved.

2. University Archiving

Tanya Zanish-Belcher University Library, presented an overview of the University Archives. She distributed copies of the "University Archives General Records Retention Guidelines: ISU Academic and Administrative Departments". The Library Website is revised constantly. For items to be donated to the Archives, the Library furnishes boxes and courier service. Tanya indicated that the busiest times are April, May, and December. Materials should be non-current (older than 7 years.) The Archives will maintain the two previous College sections (CFCS and Education), plus a new section for Human Sciences.

3. Approval of March 1 Minutes

Minutes were approved.

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

Pam White and Jerry Thomas presented items discussed in the Deans' groups:

Dr. White presented a follow-up on discussions with Provost Allen regarding promotion and tenure. The general discussion was that teaching portfolios were not as well developed as in the past. Service was not as well represented as before, low on service activities. Specifics on teaching were missing (e.g. student evaluations, peer reviews.)

A template is being circulated for approval of new B.S., B.A., M.S., Ph.D. programs so that all institutions know the plan. The process and procedures are being developed. Question was raised as to who has to be involved, Faculty Senate? Committees? Etc.

Regarding budget: no new information; discussions still with legislature. It is anticipated that salary bill will come up at the end.

VEISHEA will continue in 2006. The expectation is that departments and students will be much more involved and that the event will include displays with academic substance.

Gift/Endowed Funds: It is important to make certain we are spending money the way we are supposed to and that donors' wishes need to be reviewed very carefully. It is also important to monitor discretionary funds, especially alcohol and flower expenses. It is planned to set up a committee to review all MOAs of accounts into the colleges (what money is for, how funds are used). Next fall Human Sciences will begin reviewing all accounts and will try to complete 1/3 each year in 3-year cycles, looking at MOA, expenses, and use of funds.

The draft proposal for administrative overview of Center/Institutes was discussed. With regard to core faculty (2nd page of the proposal) the Deans recommended buyout model. This applies to University centers, not college or department. Reviews of University centers and institutes would occur every 7 years. M. MacDonald raised question of what review we have in place for department centers. Copies of a list will be distributed to budget committee.

5. Internal Committee Assignments, and any reports/updates

- a. Budget
 - b. Status on Personnel Issues, Human Resources
Human Resources process is completed for P13 and P14. J. Thomas and P. White will be meeting with Human Resources April 5 re: Merit positions. Committees are being organized for Associate Dean search.
 - c. Committee on committees
 - d. Research support process, grants and contracts
 - e. Space, renovation, moving – M. Gregoire
Mary Gregoire reported that a draft proposal regarding office location will be sent to the deans soon.
Regarding phones: Discussion was held regarding the 800 numbers for student services and research and graduate education offices. Both areas want to retain the 800 number. Discussion was held whether this could all come into one desk. It was agreed to keep the College listing in the white pages of the Qwest directory. The current numbers in the two colleges will roll over to the new number until Fall of 2006 when the new ISU Directory is printed. Heidi Eichorn will take responsibility for the new message. The listing in the ISU Directory will list the two current colleges with referrals to Human Sciences; the six departments will all be listed under Human Sciences, in addition to separate listings for each department.
 - f. Communication/marketing
 - g. Graduations
 - h. Special events
April 15: Mary Winter reported on the “Celebrate the Past, Seek the Future” event Friday, April 15, 4-7 p.m., Stange Road between Kildee and Lagomarcino. Free food, cherry pies, street dance. Fliers will be distributed this week.
July 1: more information later
6. Joint Faculty Meeting, April 19
Topic: Promotion and Tenure Discussion
7. Fall Faculty and Staff Convocation, Thursday, August 18
8. Other items previously identified/addition of any more
Computer issues
Technology infrastructure
Adoption of uniform annual report system
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