College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, March 24, 2016

Offices Represented: Africana Studies; Anthropology; Art, Art History, and Design; Arts and Letters Computing; Center for Children and Families; Center for Philosophy of Religion; Classics; College Seminar; Cushwa; Design, Copy, and Logistic Services; East Asian Languages and Cultures; Economics; English; Gender Studies; Glynn Honors Program; Institute for Latino Studies; Irish Language and Literature; Maritain Center; Music; Office of Communications; Philosophy; Political Science; Psychology; Romance Languages and Literatures; Sacred Music; Undergraduate Dean’s Office; and University Writing Program.

Offices Not Represented: American Studies; Center for Ethics and Culture; Center for the Study of Languages and Cultures; Computing and Digital Technologies; Constitutional Studies; Creative Writing program; Film, Television, and Theatre; German and Russian Languages and Literatures; Hesburgh Program; History; Journal of Formal Logic; Medieval Institute; Ph.D. in Literature; Program of Liberal Studies; Reilly Center; Review of Politics; Rooney Center; Shakespeare at Notre Dame; Sociology; and Theology.

1. Welcome – Rob Becht
   - Rob pointed out the new technology in 119 O’Shaughnessy Hall. This room is now equipped with Zoom video conferencing capabilities. With Zoom people can join our meeting remotely and we can also record the meeting. We are going to Zoom today’s meeting with Matthew Fulcher.
   - Rob introduced new staff members: Anika Johnson, Political Science and with the new Notre Dame National Security Center; Ken Hallenius, Center of Ethics and Culture; Jaclyn Sukich, Sociology.
   - There is an open position in Theology; this is posted on the Human Resources’ website.
   - Remember to complete you Endeavor report, due May 1st.
   - Let Rob know if you are interested in volunteering to work for the Arts and Letters Diploma ceremony on Sunday, May 15th.

2. Easter - Fr. Bracke
   Father Bracke recited a poem by Gerrard Manley Hopkins about the resurrection and also read from Shakespeare’s *Midsummer’s Night’s Dream*. Fr. Bracke wished everyone a blessed and peaceful Easter.

3. Undergraduate Office – Joe Stanfiel, Assistant Dean and Director of Undergraduate Studies
   Joe said that advising for all majors and minors in the College are done by the DUSs in the various administrative offices; the Assistant Deans are responsible for everything else. The advisors divide the student body alphabetically. There are basically four divisions, the fifth division, with Vicki Toumayan, advises for pre-health track or in neuroscience. Joe also coordinates the classroom allocation through eTUSC.
4. ARP (All Resource Planning) Program – T.D. Ball
Some staff members were introduced to the new ARP financial budget software. You only have access to the non-labor side; you do not have access to the salary side, so it is not too difficult. If you have any questions contact T.D.

5. Graduate Studies – Kim Gaughan
- We are currently developing a database with OIT for all graduate students in the graduate school. This will roll out in June; there will be training for staff and DUSs this summer.
- You will not be able to track course requirements specific to your department with this database. You may track this through the GPS system. Please contact Maureen Collins in the Graduate School if you are interested in developing a GPS tracking system for your program.
- The stipend policies have been restructured due to the new 6-year funding policy. More information will be attached to the meeting minutes.
- DGSs next meeting is scheduled on Wednesday, April 27th, at noon. Graduate coordinators should attend this meeting. Lunch will be served.
- Post-doc paperwork should be emailed to Kim or uploaded in FileMaker Pro. If you do the latter, let Kim know. Please do not send paperwork through the mail.
- DUS and DGS appointment letters were emailed a few weeks ago. A follow-up email will go out with an updated template. This template will address some teaching schedules; we want to make sure no one’s teaching schedule goes below zero.

6. ALCO – Dave Mastic
- April 15th is the deadline date for incoming faculty, including T&R and visitors. This enables Dave to contact them for their computer needs so their computers are ready for their arrival in late July. This information is collected from FileMaker Pro.
- Dave will send a Google Form to new faculty where they will simply click on a radio button selecting their computer needs. If they have any questions, have them contact Dave.
- March 28th is the deadline date to inform Dave if anyone is departing. Dave needs to make sure that they get the University’s computers back.
- Zoom training opportunities will be announced. The SAS committee will have more information regarding this training.
- *IT Matters* is a weekly newsletter from OIT; Dave encouraged everyone to read this. Go to the following link to subscribe, [http://oit.nd.edu/technology-newsletter/](http://oit.nd.edu/technology-newsletter/)
- Inside ND will have a new look and be easier to use. There will be a two-step log-in that will go live later this year.

7. Space – Mathew Fulcher
- The back half of the Dean’s suite will be renovated this summer.
- The half of ISLA in 101 O’Shaughnessy will be relocated upstairs in 249 O’Shaughnessy and the Office of Communications will relocate from 249 O’Shaughnessy to 101 O’Shaughnessy.
- Africana Studies Department will be redesigned.
- East Asian Language and Literature will receive an AV upgrade in their conference room, very similar to what Romance Languages and Literatures received last summer.
• FTT Costume Shop will be stored in an offsite building near the airport industrial park.
• The Art department located in Riley Hall will receive some cosmetic upgrades this summer.
• A Psychology lab may begin the planning process this summer.
• The Dean’s Office, Office of Communications, and ISLA, will all be relocated this summer; everyone affected will be contacted.
• Matt mentioned if you don’t have a camera on your computer, you may purchase one from gov.com.

8. Office of Communications – Kate Garry
April 24-25 is Notre Dame Day. It is a live 29 hour broadcast taped from LaFortune. This fundraiser is a way to reach out to help raise money for programs. For $10 you can vote for your favorite program to be recipients of the money. Kate distributed a flyer for information meetings.

9. SAS – Laurie Mastic
• The Spring Break tour of the Snite Museum, followed by lunch was well received.
• The summer retreat will be an outdoor adventure; details will follow.
• A Lunch and Learn Survey was sent to everyone, please fill out this survey and return it to SAS.
• Brown bag lunches are being planned; we will invite an expert in the field to speak. It seems that the topic of Endeavor and Zoom sparked an interest with everyone. A faculty talk was another suggestion.
• SAS’s website is being updated, alsas@nd.edu. If you have any suggestions contact a SAS member.
• The next SAS meeting is April 12th in 339 O’Shaughnessy. The public forum is from 9:00 a.m. to 9:15 a.m., if you have any concerns or ideas.

The Meeting Adjourned at 10:00 a.m.
Next Meeting is April 28, 2016

Please note the attachment from Kim Gaughan