

**College of Arts & Letters
University of Notre Dame
Staff Administration Meeting Minutes
Thursday, March 22, 2018**

1. Welcome – Michelle LaCourt

Michelle welcomed everyone and introduced Joe Stanfiel.

2. Undergrad Dean's Office – Joe Stanfiel

Joe spoke about issues for the new Course Leaf system which replaced eTUSC. With Course Leaf you may make changes yourself whereas before you had to request changes from the Registrar's Office. Joe asked that you email him with any preferences or questions that you might have. Hand-outs were distributed.

3. HR – Kim Patton

- Kim thanked everyone who filled out the ImproveND survey.
- An email was sent regarding an Ivy Tech associate's degree. If you are interested, an information session will be on April 5, lower level at Grace Hall from 3:00 p.m. to 5:00 p.m.
- The next guest speaker for the Staff Diversity Series will be John Carlos, he is a former 1968 Olympian. His talk will be on April 5th. More information will follow.

4. Office of Communications - Kate Garry

- This is student recruitment season so check your department's website and make any changes if needed.
- A meeting is being planned with Tim Legge from University Communications regarding brand standards.

5. Space – Matthew Fulcher

- We are in the closing stage for the Academic Space Specialist position. This should be announced by next week.
- Academic Space Management Project approvals have not been completed. This is the process where request are submitted by department chairs for renovation funds for various improvements.

6. ALCO – Tracy Weber

- Tracy apologized for the microphone issues and promised to have it fixed.
- The new hire for the ALCO management position is still in the process.
- Cassie Rekos in ALCO is the contact person for ordering computers.

7. SAS – Olivia Williamson

- Olivia acknowledged everyone who came to the Great Hall on Tuesday to participate in International Happiness Day.

- Olivia thanked the Dean's Office for sponsoring the movie, *The Post*, at the Browning Cinema during Spring Break.
- The last Lunch and Learn for this semester will take place on April 11th, in 119 O'Shaughnessy Hall, with Marty Klubeck who will demonstrate Qualtrics software.
- The summer event will take place on May 22nd; we will volunteer at Unity Gardens. First we will receive a tour of the grounds followed with mulching, weeding, seeding, planting, and edible weed tasting. Please wear appropriate clothing, bring gloves, hats, sunscreen, and a portable chair. Lunch will be provided by Martin's.
- April 18th will be the last SAS meeting for the semester, anyone is invited to attend the first 15 minutes of this meeting.

8. History Department – Christina Ryan and Kevin Vaughn

- Christina is the Department Coordinator for the History Department. History has 44 full time faculty not including concurrent faculty. She handles all packets, events, and social media. Currently there are 154 majors and minors in the department. History just rolled out a minor for the first time this year. History also has had a lot of success with the 5+1 Program. History is currently in the process of hiring an Undergraduate Coordinator.
- Kevin is the Graduate Studies Coordinator in History. He supports 64 active degree seeking doctoral students, as well as 11 other students in jointly administered programs. In 2017, the History Department had the largest class of incoming graduate students in the past decade. In 2018 there was an increase in total completed applications in comparison to the previous 5 years. This May, the History Department will send 9 students and 2 faculty members to Germany for a week to collaborate with other graduate students. The department also supports other research visitors from other institutions. This month they are hosting 2 major conferences. The outcomes for their graduate students has been very successful.
- Kevin concluded that he and Christina take very seriously their support of their faculty, staff, and students. They put a high priority on a quick response time and create a positive work environment for everyone.

The Meeting Ended at 9:35 a.m.
Next Meeting is April 26, 2018
119 O'Shaughnessy Hall