

## Josie Wilson's 2007 – 08 Work Plan

### Committee Assignments and regular meetings:

▪ CAS Chairs' Council	2 x month
▪ CAS individual Chairs meetings	15/month
▪ CAS staff meeting	1/week
▪ CAS Core	1 x month
▪ Provost – CAS dean meetings	2 x month
▪ Executive Council	2 x month
▪ Academic Council	1 x month
▪ Enrollment Planning Council	1 x month
▪ Dean's Council	1 x month
▪ Development Management Council	1 x month
▪ SOU Regional Advisory Board	1 x term
▪ SOUF Board	1 x term
▪ CMC Board	1 x month
▪ AL Advisory Board	1 x term
▪ SS Advisory Board	1 x term
▪ International Affairs Council	1 x month

### Short Term/As Needed:

▪ APSOU negotiations	1 x week
▪ Faculty Senate	occasionally
▪ CAS teams – 15 groups	occasionally

### 2007-08 Work Plan:

(draft 8/12/07)

CAS Office	staffing plan Move Work assignments & accountability Search for Administrative Assistant (9/1/07) Search for Taylor OS I (9/1/07) Search for Executive Assistant (1/1/08)
CAS communication	web site – write opening, pictures CAS infrastructure: Nick with dept. reps & CAS team Training work plans Newsletter??? PR and marketing for CAS and departments CAS team, marketing director Plan and prioritize

CAS Transition	<p>Reestablish Core  Review teams' functioning &amp; recommendations  Sunset or Revitalize where needed  Teams meet: Chairs' Council, Senate, Exec Council</p>
CAS Chairs Council	<p>Schedule meetings  Goals: team &amp; ground rules  Work plan for each department &amp; chair  Integrate CAS Transition into Council  Fiscal, Facilities, Curriculum, Personnel</p>
CAS fiscal	<p>w/ Vicki &amp; Lavina (delegate ASAP)  carryover  Grants administration  Shadow system &amp; training for chairs &amp; assistants  GF budget  Promotions  Professional Instructors</p>
CAS Personnel	<p>FPAR, FPAP (review w/ Vicki)  Regular schedule for sabb, evals, promo/tenure</p>
CAS departments	<p>Music / Theatre – major efforts to reorganize  SSPC – need chair and structure  CCJ – need faculty and support  ES – chair search and staffing</p>
Grants	<p>Move into CAS (Do we need more staff?)  Indirect Cost Recovery resources &amp; commitments  CAS projects – supporting faculty, departments  College wide grant priorities</p>
Enrollment Reserve	<p>(w/ Barbara, Lavina, and Vicki)  resources  adjunct commitments  additional needs  establish CAS system</p>
Summer School	<p>major overhaul needed  planning meetings w/ Claire and ???</p>
Grad program	<p>set up CAS system  Curriculum revision – (w/ Grad Council, CAS team)  Propose to Grad Council, Senate, OUS  Marketing</p>

CAS fundraising

thank yous  
Overview with each unit  
Prioritize and plan  
Schuman collection – (Vicki as lead)  
Theatre  
Science III  
McNeal

Accreditation

Read accreditation report & prep  
Dept reps – review and plan for visit  
Documentation  
October site visit