Dear, colleagues. A few updates:

- **Inauguration/alum weekend**: A big thanks to all of you who came out for the Alum Awards Dinner, Westminster Thinks Big, and the events associated with inauguration. A special thanks to those of you who helped organize events, spoke at events, or worked with students on presentations for events. It was a very inspiring weekend to see the range of what students, faculty, and alumni are working on and have accomplished.

- **WM Preview Admissions event**: Thanks to all of you that came out on Saturday to help with the recruiting event. I spoke with a number of students and parents (and one Board of Trustee Mom and her son) really excited about what Westminster offers.

- **Advising update**: For this year, as we work on an advising plan and as we implement the 4 year guarantee, faculty teaching in first year learning communities will be working with the students in their learning community as advisors during the first year, with a few exceptions (students that already have faculty advisors).

- **Upcoming advising time**: As students get set to register for spring semester and come to see you for advising, I wanted to bring 1 course to your attention. In talking with students about eportfolios, some expressed concern that they were spending that much time on something they got no official credit for. Intr-175 Intro to Electronic Portfolios is an elective 1 credit course offered this spring that is geared toward first year students working on their competency portfolios and second year students working on their midpoint portfolios. For students that want credit, and some more structure in completing these first two eportfolio assignments, please make them aware of this option.

- **Institutional data**: Check out [https://www.westminstercollege.edu/institutional_research/](https://www.westminstercollege.edu/institutional_research/) (links on left side). To request institutional data, please use [https://www.westminstercollege.edu/apps/forms/index.cfm?form=683](https://www.westminstercollege.edu/apps/forms/index.cfm?form=683) (also linked from that site).

- **MTSE/SISL-2016**: Two weeks ago, 9 MTSE and 1 SISL were approved for May/Summer-16: Bhutan and Gross National Happiness (Frank Black and Betsy Kleba); Trekking to Santiago De Compostela (Deyanira Ariza-Velasco, Gretchen Siegler, Bob Brinkman); Europe on the Edge (Russ Costa, Jeff Nichols, Giancarlo Panagia, Amy Fairchild); Viaggio Musicale: Italian Music, Art History, and Culture (Matt Kruback, Brandon Derfler); The London Shakespearean: Exploring Original Practices of Shakespeare’s History Plays (Jared Larkin, Erin West); The Pen and the Lens: Social Policy and Activism in Scandinavia (Kristjane Nordmeyer and Naomi Marine); Exploring Hopi/Dine (Navajo) Nations (Marilee Coles-Ritchie, Marsha Morton, Cordelia Schaffer); Service Learning in Thailand (Han Kim, Peter Ingle, Diane Van Os); China: Ancient & Modern (Rich Collins and Brian Jorgensen); and Education & Development in India (SISL- Steve Hurlbut and Kristi Jones).

- **Summer-2016 schedule**: Due to low enrollment and issues with financial aid and billing, summer courses in 2016 will not overlap with May term classes. Once May term classes are finished (5/9-6/3), there will be one 8 week block (the BC block in June/July from last year) and two 4 weeks blocks (block B and block C from last year) for undergraduate classes. The BC block will be 6/6-7/29; the B block will be 6/6-7/1; the C block will be 7/5-7/29. This undergraduate summer schedule retains the most popular 8 week BC block and allows for two 4 week blocks for faculty that want to experiment with the shorter four week blocks. There is more flexibility in scheduling summer graduate courses.

- **Summer-2016 overload pay**: Reminder- in the budget process last year, the overload summer pay was removed, starting summer-2106. The summer overload rate goes from $1500/hour to $1000/hour.

- **Deans**: New this year, your schools deans are in the senior team meeting once a month. One of the goals of this is to enhance communication in both directions.

- **WestARCHES**: The WestARCHES proposal has been through the faculty governance process and will begin with the F-16 class. As a reminder, this is a revision of the Westminster Scholars program. It is attached [here](#) if you have not taken a look at it. Jen, thank you for your work on this.
• **Dumke:** The College has the opportunity to apply for up to $1M in a low cost Dumke Fund loan. This is an ideal source of funding to jump-start programs, with an eye towards increased enrollment. Part of the plan, however, has to be how the funds will be paid back (based on increased student enrollment). Two weeks ago, the BOT approved a proposal to use part of these funds for CBE programs. The payback plan is set to be completed by the 18-19 academic year. Funds will primarily be used for a CBE-designated recruiter and marketing for all CBE programs.

• **Adjuncts:** As you may know, Dee used to be in charge of adjunct contracts. When she left and it was unclear how long it would take to hire and train a new person, Hikmet graciously agreed to take the role on, which I greatly appreciated. I also really appreciated the efforts in each school as we updated this hiring process— it is never as smooth as we’d like in the first time roll-out. These new adjunct hiring responsibilities for Hikmet are way too much for her to do on top of her already full time job. Because of this, David is going to take a chunk of it back. Their responsibilities will be as follows: Hikmet— assure new adjuncts have online accounts, provide orientation I training before teaching, assure Title IX completion, provide training and development for adjunct faculty; David— provide HR support for new adjuncts (beginning with new hire/rehire form), assure official transcripts are on file, maintain paper and electronic files, issue term contracts.

• **Campaign and funding needs for the year:** Thank you for working with your school deans on providing input from academic affairs on campaign ideas as well as ideas that we could pursue external foundation funding for this year. I met with Advancement on Friday and we are working through possibilities. As we make progress, either on the campaign or external funding to pursue this year, I will be back in touch with more information. As a reminder, a lot of this depends on what foundations and donors are willing to fund.

• **Why Westminster:** As I mentioned in the faculty meeting on Fri, and as I will mention in the all college meeting on Thurs (plus in email to alums and students), we are working on defining *Why Westminster?* If you have already sent either me or Steve your ideas, I have them. If not, and you would like to help us think about this, please send 4-5 bullet points (phrases or sentences not full paragraphs or pages) to me by the end of Oct. The goal in thinking this through is to best represent and differentiate Westminster (both in-state and out-of-state). This will be material we can use on our website, in our recruiting materials, and as we talk to others off campus. Thank you in advance for your help.