AGENDA

• Welcome and introductions
• Meet the ACAF staff
• Sabbatical planning process
• Academic Toolbox
• Gordon Career Center
• Policy on expenses
• Capacity utilization
• Garage sale idea
• Planning time
Introductions – ACAF staff

• Jennifer Bomar, Faculty Resource Specialist (visiting faculty)
• Megan Flagg, Executive Assistant to the Provost
• Lisa Sacks, Assistant Director for Curricular Initiatives
• Joy Vodak, Associate Director
• Maureen Zimmer, Faculty Resource Specialist (grid faculty)
Sabbatical Planning

• Sabbatical chart is a report of the accumulated semesters towards eligibility to apply for a sabbatical

• A complete application includes a description of the intended purpose and anticipated result of the sabbatical and/or leave as well as the report from the last sabbatical/leave

• Chair reviews applications and forwards to Maureen Zimmer with a proposal making a recommendation and justification of which faculty should be approved for sabbatical or unpaid leave

• October 4 – Applications due to Maureen

• October 23 – Approvals will be sent to faculty
## Academic Toolbox

<table>
<thead>
<tr>
<th>Student</th>
<th>Class Year</th>
<th>Advisor(s)</th>
<th>Major(s)</th>
<th>Minor(s) and Certificate(s)</th>
<th>Status</th>
<th>Expected Graduation Term</th>
<th>Placement</th>
<th>GenEd Status</th>
<th>Credits</th>
<th>GPA</th>
<th>GenEd Report</th>
<th>Credit Analysis Report</th>
<th>Academic History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannon, Douglas (329430)</td>
<td>2018</td>
<td>Aksamija, Nadja (ARHA) Greene, Anne F. (CWRC) Zamboni, Camilla (ITST)</td>
<td>ARHA Action Required, ITST 7 Marked</td>
<td>CWRC CONT</td>
<td>Spring 2018</td>
<td>Scores/Recommendations</td>
<td>GenEd Credits GPA</td>
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<td></td>
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<td></td>
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</tbody>
</table>
# Academic Toolbox

<table>
<thead>
<tr>
<th>Student</th>
<th>Class Year</th>
<th>Current Advisor(s)</th>
<th>Academic Plan</th>
<th>Updated Advisor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannon, Douglas (329430)</td>
<td>2018</td>
<td>Aksamija, Nadja (ARHA) Greene, Anne F. (CWRG) Zamboni, Camilla (ITST)</td>
<td>ITST</td>
<td>NO ADVISOR Aresu, Francesco Marco Nerenberg, Ellen Zamboni, Camilla</td>
</tr>
</tbody>
</table>

Save Changes
# Academic Toolbox

## Search

**Academic Plan(s)**  
Check All  
Uncheck All  
- PRE-MAJOR  
- FILM  
- ITST  
**Class Year(s)**  
- 2018  
- 2019  
- 2019  
- 2020  
- 2021  
- 2021  
- VINT  

**FILTER**

## Adviser

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Total (Unique Students)</th>
<th>PRE-MAJOR</th>
<th>AFST-MN</th>
<th>CIR</th>
<th>COL</th>
<th>FILM</th>
<th>FRST</th>
<th>FRST-MN</th>
<th>HISP</th>
<th>ITST</th>
<th>LAST</th>
<th>RMST</th>
<th>THEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hide</td>
<td>11</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Fall 2017 (7)

<table>
<thead>
<tr>
<th>Course</th>
<th>Instructor(s)</th>
<th>Session</th>
<th>Meeting Pattern</th>
<th>Capacity</th>
<th>Enrollment</th>
<th>Requests</th>
<th>Requesting Students</th>
<th>WesMaps</th>
<th>Gallery</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAL101.01 Elementary Italian I</td>
<td>Wesley, John</td>
<td>Full Semester</td>
<td>MWF 09:00AM-09:40AM FISK413</td>
<td>18</td>
<td>11</td>
<td>1</td>
<td>View</td>
<td>WesMaps</td>
<td>Gallery</td>
</tr>
</tbody>
</table>
Gordon Career Center

• 2/3 turnover in staff since 2013
• Important that students engage with us early
• Handshake (career development platform) = increased student engagement, more job and internship postings
• More summer funding available for experiential education (on and off campus)
• Check out our podcast!
Gordon Career Center

JOBS BY INDUSTRY

Students Employed in:

- Tech/Engineering/Sciences (15%)
- Education (13%)
- Media & Communications (13%)
- Financial Services (12%)
- Leisure, Arts & Entertainment (11%)
- Consulting (10%)
- Health & Wellness (6%)
- Nonprofit (6%)
- Government (5%)
- Other (3%)
- Legal Services (3%)
- Consumer Products (2%)
- Natural Resources/Energy/Util (1%)
Gordon Career Center

Top Job Functions for Job Postings

<table>
<thead>
<tr>
<th>Job Functions Name</th>
<th>Postings Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>2000</td>
</tr>
<tr>
<td>Education / Teaching / Training</td>
<td>1500</td>
</tr>
<tr>
<td>Business Development</td>
<td>1200</td>
</tr>
<tr>
<td>Marketing - General</td>
<td>1000</td>
</tr>
<tr>
<td>Administration</td>
<td>800</td>
</tr>
<tr>
<td>Research</td>
<td>600</td>
</tr>
<tr>
<td>Data &amp; Analytics</td>
<td>500</td>
</tr>
<tr>
<td>Advertising, Media &amp; PR</td>
<td>400</td>
</tr>
<tr>
<td>Sales</td>
<td>300</td>
</tr>
<tr>
<td>Finance</td>
<td>200</td>
</tr>
<tr>
<td>Community &amp; Social Services</td>
<td>150</td>
</tr>
<tr>
<td>Writing / Editing</td>
<td>100</td>
</tr>
<tr>
<td>Consulting</td>
<td>75</td>
</tr>
<tr>
<td>Information Technology</td>
<td>50</td>
</tr>
<tr>
<td>Engineering - Web / Software</td>
<td>30</td>
</tr>
</tbody>
</table>
Policy on Expenses

• Finance must be able to explain to auditors why an expense was approved.
• Expenses from departmental gift accounts and endowments are MORE restricted, since they must conform to the donor’s intent as well as to Wesleyan’s policies.
• Expenses should advance Wesleyan’s mission.
• Remember: chair decides, AA implements
• Problems arise when attempting to use Wesleyan money for gifts, donations, and excessively luxurious food and travel.
Policy on Expenses

- Meals are the likeliest sore point. Meals should either involve a visitor from outside Wesleyan, or be focused on student cohort-building.
- Please do not spend more than $50 per person total cost on dinner (including alcohol, tax, and tip), $25 dollars per person on lunch (including tax & tip; no alcohol) and 20 dollars per person on breakfast (including tax & tip; no alcohol).
- Further policies can be found in the chair’s handbook, at the very end.
- No policy can address every case; the ultimate test is whether the auditors would consider it a reasonable business expense. If in doubt, ask first!
Capacity Utilization and Demand

- Capacity Utilized
- (Enrolled + Requests)/Cap
Garage Sale

- Are there things we do that you don’t think we should do?
- Are there things we do not do that you think we should be doing?
Planning for Search Requests

• Opportunity to connect with colleagues to plan for faculty searches that may overlap.
• Priority will be given to requests that meet the needs of multiple departments or programs.
THANK YOU!

Next meeting: October 17, 11:50-1:10 in PAC 001