

**Liberal Arts Council**  
**November 20, 2012**

Present: M. Aakhus, T. Bordelon, M. Dixon, J. deJong, S. Spencer, E. Cope (for E. Wasserman), R. Priest, J. Evey, S. Rode, R. Gennaro, MT Hallock Morris, W. Rinks, I. Philips, J. Hardgrave, C. York, B. Christie, and P. Moore  
Guest: T. Hunt

The meeting began at 9:00 a.m.

**I. Approval of Minutes**

The minutes of October 13, 2012 were approved unanimously, with two abstentions.

**II. Liberal Arts Advising Center**

T. Hunt provided an update on the Liberal Arts Advising Center. All first-year students will be advised within the Advising Center with the aim of increasing student retention. At the completion of the first year, students will transition to an advisor within their major department. Four advising fellows will receive a one-course reduction per semester. The positions are open to all full-time faculty and applications will be distributed this semester. Interested faculty should consult with their chair before submitting an application to determine how courses will be covered.

**III. Scholar in Residence Proposal**

M. Aakhus described the Scholar in Residence proposal. The Scholar in Residence will have a one-year contract that will rotate among the college's departments. This will allow each department to share in the position and it will support several of the University's strategic plan goals. J. Evey suggested that a teaching load of one course per semester might facilitate the recruitment of potential scholars in residence. M. Aakhus agreed, stating that the teaching load could be negotiable so that we can attract the best candidates. Additional questions were asked concerning the rotation of departments to host the visiting scholar. M. Aakhus suggested that we might follow the existing rotation for the Liberal Arts Distinguished Scholar Lecture, if we have the Scholar in Residence deliver this lecture. This would allow us to utilize the funds available for the Distinguished Scholar Lecture. Following considerable discussion, chairs decided by a vote of eight in favor and two against (I. Philips had departed prior to the vote) to combine the Liberal Arts Distinguished Scholar Lecture with the Scholar in Residence proposal and to follow the existing rotation for the former. The program will begin in fall 2013, when the Department of Philosophy is scheduled to host the lecture. M. Aakhus did state that departments would be allowed to swap positions with one another if a specific scholar was available in a certain year.

**IV. Support Recruiting Practices**

J. Evey requested clarification concerning the role that chairs have in the hiring of administrative assistants, as well as their evaluation. M. Aakhus believes that chairs should participate in the hiring process, only if they wish to do so. He added that chairs should be involved in the evaluation process. C. York will distribute the administrative assistant evaluation form to chairs.

#### V. Honors Day Deadlines

B. Christie reported that she hopes to receive information about Honors Day awards prior to the Christmas break. The deadline for the submission of nominations for the Trustees Distinguished Merit Award and the Kappa Delta Pi scholarships is January 18, 2013. The Liberal Arts Honors Day Committee (J. deJong, J. Hardgrave, and E. Wasserman) requests that all nominations be submitted to B. Christie by January 9, 2013.

#### VI. Budget Requests/Presentations

M. Aakhus encouraged chairs to prioritize tenure-track faculty lines in their departmental budget requests. He added that we do not have dates determined yet for the University budget presentation schedule but that chairs should plan to present their requests in January 2013.

#### VII. Open Items from Chairs

MT Hallock Morris asked if anyone had received information about the recipients of Major As Home grants. There has been no announcement yet.

S. Rode reported that the Department of Modern and Classical Languages met with B. Hess recently to discuss updates to their web page.

M. Dixon encouraged chairs to begin reviewing the USI Bulletin to determine if any changes will need to be made, as revisions will most likely be due in January 2013.

The meeting was Adjourned at 10:15 a.m.