

Liberal Arts Chair and Director Fall Retreat 2011

August 11, 2011

Present: M. Aakhus, M. Dixon, T. Bordelon, S. Spencer, E. Wasserman, S. Rode, K. Waters, R. Priest, T. Hunt, W. Rinks, A. Mark, MT Hallock Morris, and I. Phillips.

I. Welcome

M. Aakhus opened the meeting by welcoming the chairs and directors and introducing new members to the group, Dr. Tom Bordelon, Assistant Dean for the College of Liberal Arts and Dr. Iris Phillips, Interim Director of Social Work.

II. Core Curriculum Proposal

M. Dixon presented information regarding the review of the current core curriculum, as mandated by the Faculty Senate. M. Dixon is a member of the UCC Review Task Force, created to examine the current core and recommend revisions. The model created by the task force is a 41-hour proposed core. The university faculty will have opportunity to review the proposal and attend meetings to discuss it. Faculty and students will have their own websites for feedback also.

The committee will meet again to review the proposal and define common goals. The proposed core is 41 hours and the Faculty Senate will vote on the proposal before it goes to the provost for approval. Some of the issues discussed include the size of the current core (too large), the lack of emphasis on diversity, a global mission, experiential learning, a common-experience across campus, and little differentiation between the bachelor of arts and bachelor of science degrees. There will be several "town hall" meetings and websites for both faculty and students' comments.

III. LA Committees

The committees for this year are as follows:

Curriculum Petition Review Committee: S. Spencer (Chair), S. Rode, and R. Gennaro.

Honors Day Committee: R. Priest, K. Waters, I. Phillips, and E. Wasserman.

College Curriculum Committee: W. Rinks (Chair).

Summer Advising Committee: T. Hunt (Chair).

CLAFDA Committee: M. Dixon (Chair), will take nominations from department chairs.

IV. Search Update

In an effort to lower the cost of advertising, the provost will run a single-page advertisement in *The Chronicle of Higher Education* for faculty searches across campus. It will include a link to the job description. The process will be entirely electronic, including signatures. Chairs of USI faculty search committees are encouraged to attend the training sessions for the online recruiting system (People Admin). Advertisements can also appear in discipline-specific venues.

V. Personnel Decisions

Liberal Arts has two faculty members up for tenure this year. They are Dr. William Mack, Political Science and Public Administration, and Dr. Michael Strezewski, Anthropology. Faculty members eligible for promotion should forward their completed forms to the Dean.

VI. Travel Funds

All funds from 2010-2011 were swept again this year. Full-time, one-year LA faculty travel funding from the department will remain at \$400. The provost's office will provide an additional \$500 for domestic and \$700 for international travel, if approved.

VII. Fall Convocation

The faculty and new student convocation for fall will be in the UC East, Room 2207 on Friday, August 19th from 11:30 am to 2:30 pm. Faculty will proceed to the PAC at 2:30 pm.

VIII. 2011-2012 LA Lecture Series

The LA Lecture Series now includes the School of Social Work. The current schedule for this year is as follows:

FALL	Berger Lecture	Communications	Budget \$1,500
FALL	Community of Scholars	Psychology	Budget \$1,000
SPRING	Distinguished LA Scholar	MCL	Budget \$4,000
SPRING	Alumni in Residence	Philosophy	Budget \$ 400

IX. Honors Day 2012

The LA Honors Day event will take place on Thursday, March 29th, at 4:00 pm in Carter Hall. Additional changes for the event are being considered (send any suggestions to B. Christie). A social time will be held prior to the convocation to give donors and recipients the opportunity to meet each other. T. Bordelon has volunteered to help coordinate the Honors Day activities and his offer is greatly appreciated!

X. External Grants

During general discussion, the issue of external grants and allocation of F&A costs was visited. M. Aakhus has been working with P. Harrell to resolve problems such as extremely short notice for submission deadlines and distribution of funds into the Dean's account instead of in a department's account, allowing the funds to be swept at the end of the fiscal year. Social Work can assist with setting up the accounts with the Foundation. The possibility of scheduling a session on grant writing for the tenure-track faculty group was discussed. MT Hallock Morris has attended a group that learned the process for external grant-writing and S. Zehr also has experience.

Lunch Break

XI. College of Liberal Arts Strategic Plan – T. Bordelon

All departments should begin the process of creating a strategic plan and this will lead to the creation of a College of Liberal Arts Strategic Plan. The college will be developing a new plan with the help of T. Bordelon.

Use of TK 20 as an assessment tool came up in the discussion. Council members expressed concerns for student learning, staffing courses, and TK20 fees. Many expressed general dissatisfaction with TK20; others described it as a potentially useful assessment tool. M. Aakhus will distribute the existing strategic plan (created, 2007) to LAC members. The College has spent a lot of time preparing for the new proposal and will be looking at individual department strategic plans.

XII. EBI Map-Works – K. Draughon (OPRA) and B. Broshears (UD)

K. Draughon presented the plan for increasing student retention and graduation rates by focusing on student integration into the university community. This fall, EBI Map-Works student retention survey will be included with freshman assessment day testing. (This will be for first-year, full-time freshmen only). All results will be kept on file. Individuals can register for software training programs on the OPRA website. Departments interested in more information should contact J. McAlister for arrangements.

XIII. Open Topics/Questions

- J. Wingo (OPRA) can provide information regarding new majors and current number of majors.

- Advising Center in each college in near future- T. Hunt

INITIAL PROPOSAL ONLY: NOTHING HAS BEEN APPROVED AS YET.

The advising task force for the strategic plan is working towards the creation of intake advising centers in each college. The intent is to have designated space within each college which is staffed every day, all year round. Each center would:

- Provide intake advising to new freshmen, and would educate the freshmen about campus policies, the importance of meeting regularly with an advisor, locations of resources for student assistance, etc.
- Be staffed by at least two professional advisors (to include the current academic advising coordinators). Each college would then be allowed to shape the staffing of its center according to its own needs and resources.
- Provide a variety of services that would be uniform across campus, including:
 - career counseling services (and the college's liaison with Career Services would have space in the Center)
 - information about internships, service learning courses, volunteer work, and similar outreach and experiential learning activities.
 - information about university policies, or where to find other assistance (e.g. financial aid or other student services)
- Create and administer college-based advising development, including workshops, training for new faculty advisors, etc.
- Be available in summer to answer advising questions when department representatives are not present.
- Facilitate the transfer of freshmen students to their advisors in the major.

The centers would also have two University Division advisors assigned to each college, and these advisors would spend part of their week in the College Advising Center.

In Liberal Arts, it has been proposed that we select three to four advising fellows who would receive six hours each of assigned time for a period of two years to work in the center. These fellows would undergo advising training before beginning the position and would have to participate in advising development activities (e.g. attending NACADA conferences) throughout their tenure. They would also devote specific hours to the advising center each week, and agree to advise for summer orientation dates. When these fellows finished their terms, they would then return to the department to act as a resource for advising practices and policies.

- SAC did a faculty fellow pilot program this year- worked well