

College of Liberal Arts Council Meeting
August 19, 2010, at Innovation Pointe

Present: **M. Aakhus, P. Aakhus, M. Dixon for T. Hunt, J. deJong, J. Evey, R. Gennaro, M.T. Hallock Morris, R. Priest, W. Rinks, S. Rode, S. Spencer, E. Wasserman, A. Torres, and B. Christie**

I. New LA Administrative Structure

The College of Liberal Arts will utilize an Executive Committee this year consisting of M. Aakhus, J. Evey, T. Hunt, and M.T. Hallock Morris. This committee will meet on Tuesdays from 8:30 to 9:30 a.m. The LAC weekly meetings will follow from 9:30-10:30 a.m. on Tuesdays. The Chairs and Director are invited to submit topics for discussion at the meetings.

II. New Academic Activity

M. Aakhus reviewed the current academic activity in Liberal Arts, including review for accreditation in the Art Department, a new major in Anthropology by Fall 2012, and proposed new programs in Arts and Heritage Administration, and American Studies.

III. Liberal Arts Committees

M.T. Hallock Morris will oversee the CLAFDA committee. W. Rinks accepted the position of chair of the curriculum committee. Members of the curriculum petition review committee are R. Gennaro, S. Rode, and S. Spencer. T. Hunt will coordinate summer advising. J. deJong, R. Priest and E. Wasserman are on the Honors Day Awards Committee.

IV. Open Searches and Personnel Decisions

The following are open searches in progress: Liberal Arts Dean and faculty positions in Cultural Anthropology, Journalism, Performing Arts, English, and Art. There were new hires in Art, Communications, English, History, Modern & Classical Languages, Performing Arts, and Sociology, Anthropology, & Criminal Justice Studies. Faculty members up for tenure are E. Passmore, M. Stoll, R. Millard-Mendez, and P. Shaw. A. Torres will send the complete list of promotions for LA faculty to all council members.

Administrative searches in progress are an Associate Provost in Student Affairs and an Assistant Provost in Outreach and Engagement.

V. Faculty Travel

Chairs and the Program Director will receive \$500 from the Dean's office for travel expenses. Departmental funding for travel will be \$400 for full-time faculty. There were no rollover funds this year for part-time faculty or for additional assistance from the Dean's office for full-time faculty for travel. Funding from the Provost's office will be \$500 for domestic and \$700 for foreign travel. We are anticipating that left over travel funds will not remain in Liberal Arts again this year.

VI. New Software System

A new software system, TK-20 is being used by teacher education, but will eventually be available for all students. It is similar to DARS but also includes assessment tools.

VII. Major as Home

The Major as Home event is Friday, August 27th. The event opens with a convocation from 9:15 a.m. to 10:30 a.m. College meetings are from 10:30 a.m. to 1:30 p.m. in the Loft.

VIII. LA Special Events

Guest lecture information should be submitted to B. Christie. Council members were advised that the bed and breakfast downtown matches the Fairfield Inn price of \$57 per night. The "Masks" colloquium is October 7th from 9:00 a.m. to 3:00 p.m. in Carter Hall.

IX. Student Workers

Liberal Arts is over budget for student workers. New hires need to be federal work-study eligible to minimize cost. Money may not be available to hire student workers in the Spring if we do not hire students from the work study pool. Any student who wants to work needs to check with Financial Aid for eligibility. One exception – most foreign students do not have the appropriate visa to be a student worker; they will still be able to work in the language lab. Student worker hours cannot be shared with other departments.

X. New Faculty

The mentor sheets will be updated and new faculty will be assigned soon.

Training of advisors – M.T. Hallock Morris offered to share a checklist she has created. Chairs and directors are responsible for making sure someone in their department can train advisors.

XI. Core Curriculum Review

Departments need to be discussing their visions for the core. Any department or program evaluation should go through the Liberal Arts committee for evaluation assessment. Data must be interpreted and presented in a concise and cohesive report. National data shows preference for liberal arts majors over others because businesses want creative thinkers. In the general population there is more emphasis on job training for employment.

XII. Release Time

All positions in Liberal Arts with release time should be evaluated to make sure the release time is being used effectively and to make adjustments if necessary. These decisions are usually the responsibility of chairs and directors. This is very important for faculty evaluations and will be an issue for discussion with the new Provost. Liberal Arts will need a list of duties covered by release time for the 2010-2011 college review. Faculty development activities should be covered under release time.

XIII. Foundation Issues

The USI Foundation has a separate accounting office with restrictions on information that is released. All departments need to confirm funding from Foundation before any money is spent.

The University's strategic plan will address securing funding for the capital campaign. All departments should be reviewing their needs. The window to complete this campaign is three to five years with a goal of one to one and one-half million dollars. This money is targeted for student development for careers. The President is pushing to double the current amount of funding received from private donations.

XIV. Dean Search

The consulting firm is setting up a website.

XV. Tenure and Promotion

LA departments have been working on departmental guidelines for tenure and promotion and have been asked to share ideas with each other; promotion from associate to full professor should be explicitly addressed.

Meeting adjourned at 2:20 p.m.