

Liberal Arts Council Meeting

February 23, 2010

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

I. **Minutes to approve from February 16, 2010** – Minutes were approved as amended.

II. **Dean's Update on Budget Requests**

All budget request presentations were completed yesterday.

III. **Freshman Advising**

Liberal Arts showed great improvement in the University's advising evaluations, reflecting the results of our own evaluations.

The current trend is to have all colleges require their students to meet with an advisor. In the CLA, the departments for Performing Arts and History (Social Science Teaching) already have advising holds on their students. T. Hunt will be coordinating summer advising and asked Chairs and Directors to recommend faculty members who might be interested in advising this year.

IV. **Paperless Course Materials**

Copy and printing paper expense has been targeted as a budget cutback item for the CLA. Starting in Fall 2010, course materials will be paperless including syllabi, course assignments, bibliographies, handouts, etc. Exams and other specialized materials may be printed as approved by the Department Chair. Chairs and Directors need to coordinate this new policy with faculty members, including adjuncts. The College will assist faculty training with BlackBoard. Savings will be retained in the Department budgets. Printing costs for departments should be reduced by 60% - 70%.

The required course enrollment minimum for summer 2010 will be 10 students. A formal statement will be prepared including a deadline for courses to make minimum enrollment to allow students in the class time to find another class to take. In the Fall and Spring, it will also help instructors who must prepare to teach a different course.

V. **References for Adjunct Faculty**

LA has some adjuncts who have never had reference checks. HR requires references for all adjunct faculty members. Some chairs and directors may be asked to make reference checks on current adjuncts. The council members asked for an official statement from the Dean's office. A copy of the reference check should be submitted to A. Torres.

VI. **Student Course Drop Policy (Priest)**

Students need a signature from the Instructor to drop a course. Currently, the Instructor, the Chair, or an AA have been signing for LA courses. It was discussed that the language in the Bulletin is unclear. The Council felt this is an issue that should be brought before the Faculty Senate.

VII. **Proposed Policy Changes for Graduating with Honors**

This proposal is an effort to bring USI policy in agreement with those of other universities in Indiana. The proposed change states that students must comply with a minimum of 60 credit hours at USI with a minimum cumulative GPA of 3.6 or above and only their USI courses will be counted in their Honors GPA.

VIII. Proposed Policy Changes for Transfer Credit

Current policy is that courses with no counterpart at USI are not accepted as transfer credits. The proposed change is that these courses will be accepted with the exception of Orientation and Trade courses. These courses will apply as free electives toward the 124 hour total for graduation.

IX. Air Travel Policy for Faculty Searches

Everyone involved with searches should know that air fare priced up to \$499 may be approved by the travel office. For airfare from \$500 to \$599, approval must come from the Dean of the College. Any pricing at \$600 or more must be pre-approved by the Provost's office. Evansville flights have increased in cost. The Dean encouraged all LA departments to keep search expenses as low as possible.

Off the Agenda – Dean Glassman

*The deadline for LARA and CLAFDA proposal submissions is March 1st. The LARA proposals go to Dean Glassman and the CLAFDA proposals go to Dean Aakhus. All faculty members are encouraged to make submissions.

*Update on the Orr Center – This is a great opportunity for expansion of the CLA. The Business and Engineering building will be finished in June and offices will be moved from the OC the last week of July. The move for LA to the Orr Center will be right before school starts. Construction on the university center is behind schedule and will continue through the end of this year. The last major building project scheduled for campus for the next several years is the new theatre building.

*Some student feedback regarding fall break 2012 has been released. They do want the fall break, but not at Thanksgiving. They would like to coordinate the dates with other area universities' breaks. Giving up the Labor Day holiday is possible.

*History will soon present some curriculum petitions.

*Surveys for Chair evaluations should go out in late March. These evaluations are due on April 15th. College Deans must submit FARS to the provost. Chairs should send publications and presentations for bibliographies to be added to the FARS to A. Torres by March 3rd.

*Tenure –track faculty members need to understand portfolio requirements. A checklist of requirements for portfolios can be found in the green book. Any portfolio updates must have supporting documentation.

Around the Table

Communications - J. Morris has been notified that his radio docudrama "Heroes of the Tri-State: Eddie Newman" has received an "Award of Excellence" in the Faculty Audio Competition category at the Broadcast Education Association "Festival of Media Arts" coming up this spring in Las Vegas.

Next week The Department of Communications and The Scripps Howard Center for Media Studies will present Steve Radick, a social media specialist from Washington D. C. The public is invited to attend the following free events:

- **"Facing the Social Media"** Area Professional Media Panel Discussion on Wednesday, March 3 at 7 p.m. in Carter Hall.
- **"Stop Making Pitches and Start Having Conversations"** presented by Steve Radick on Thursday, March 4 at 7 p.m. in Kleymeyer Auditorium. Radick will also be guest lecturer in a half-dozen communications classes.

Modern and Classical Languages -Dr. Sara Colburn-Alsop, Associate Professor of Spanish at Franklin College will

present: "María de Zayas: A 17th Century Spanish Progressive Thinker, in the Literary Context," Wednesday, February 24th at 7 p.m. in the McCutchan/Pace Art Gallery.

Performing Arts - Theatre student, Anna Kysar, served as costumer for Evansville ARC's "Really Big Show" in February. Her all plastic costumes, which she designed for Berry Corporation, will be purchased by Berry for preservation and display.

Art - H. Braysmith is a presenter in a Panel Discussion: *Teaching Feminism in a Post-Feminist World* and S. Bielski is giving an *Artist Presentation* at the Women's Art Symposium this Saturday in New Harmony, IN.

K. Waters and S. Bielski have work in *Feminist Art of Indiana* at the New Harmony Gallery of Contemporary Art with the opening and reception this Saturday from 4-6 p.m.. Also in this exhibition with USI connections are Jane Vickers, adjunct instructor in Art and a USI art graduate; Alison Erasmus, Assistant Gallery Director, NHG; and Laura Walker, USI art graduate.