

LIBERAL ARTS COUNCIL MEETING

OCTOBER 14, 2008

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

I. Minutes from 10/7/08

Minutes were approved as amended with one abstention.

II. Attendance Policies

A recent incident involving an instructor's absentee policy has prompted the deans to review the policy as stated in the university handbook. The policy states that students should attend all scheduled class meetings and the instructor should provide the opportunity to complete work that was not turned in due to missed classes, depending on the reasons for not attending class. The class attendance policy in the printed schedule of courses states it is the responsibility of the instructor to inform the student of the consequences of absence from class and it is the responsibility of the student to keep instructors informed regarding absences from class. **The instructor is also expected to provide the student with an opportunity to meet class commitments, when absences are for good and proper reasons.** Instructors are also expected to maintain attendance records and to report excessive absences to the registrar's office.

The absence policy for developmental classes is that missing more classes than the number of times the class meets in one week will result in an automatic W. Two major questions came out of the discussion. Are there valid reasons for missing class? Are instructors being unreasonable in course expectations? Council members were asked to discuss the matter with faculty.

III. Posting of Search Ads

Ad requests sent to HR for faculty searches run for 30 days unless indicated otherwise. If needed to run longer, the Dean and Provost need to approve the additional expense. Each ad request should include which source is preferred for advertising and how long the ad should run. Each ad must run somewhere in print. Currently, all positions are posted in the Chronicle of Higher Education, professional organizations, and on the web at *HigherEd.com*. Different departments rely on different sources for successful advertising and not one single method works for all departments. Please tell Angela when you request an ad if your department has a membership that allows a discount for placing an ad.

IV. T&P Faculty Evaluation Materials

Liberal Arts policy will allow department chairs access to evaluation letters on file for faculty in their departments. R. Priest made note that the spirit of the original policy in the Green Book gave faculty members the choice of inclusion of faculty and chair recommendation letters in their portfolios. The Dean asked to table the subject until more time was available for further discussion.

V. Academic Affairs

Revisiting the online orientation issue – Transfer students who have orientation materials emailed to them will be registered by department chairs by telephone; this will replace the August orientation session for transfer students. New students will still attend orientation on campus during that time. Transfer students who complete online orientation materials will be guided to a link to the department chair of their major for advising and to have the registration hold lifted. After some discussion, it was agreed that administrative assistants should also be included in that link. Chairs are encouraged to delegate faculty members to assist in the process.

NCATE is working with the College of Education for accreditation. Liberal Arts departments involved in the process are Art, English, History, Modern Languages, and the Performing Arts. Communications will be hosting 5 onsite visitors from its accrediting institution next Monday, Tuesday, and Wednesday. The Dean commended the department for the hard work that has been done in preparation for this visit.

The changes in Southern Hospitality Days scheduling, which were not embraced by the LA Council members at the last meeting, were discussed at the Academic Affairs Council meeting and a new proposal was presented. The academic sessions were given longer blocks of time including a majors fair. The deans voted it down. Dean Glassman then suggested having two academic sessions in the morning and a campus tour after lunch. The majors fair is consistently placed at the end of the program which the LA Council disagrees with. Another proposal is in the works.

Connect with Southern Indiana still has two faculty openings of which each offer a \$1,000 stipend.

The next USI Board of Trustees open meeting is scheduled for November 6. L. Howard will make a presentation regarding the Debate-A-Palooza event held last month.

Around the Table

Communications

The department's "convergence initiative" led by E. Gibson, D. Black, and J. Morris was featured in the "Classroom" section of the *Evansville Courier & Press* on October 14th.

English

M. Kearns's proposed session, "Infamy, Fame, and the Production of Culture," has been accepted for the Midwest Modern Language Association Convention in Minneapolis, Nov. 13-16, 2008. The session includes a paper written by M. Kearns, as well as papers by C. Conaway and D. Micer.

Modern and Classical Languages

The department, in conjunction with the Office of the Vice President of Student Affairs, the Office of Student Development, and the Office of International Programs & Services is sponsoring a Columbus Day concert "Flamenco Louisville," October 15th at 4:30pm in Carter Hall.