

## LIBERAL ARTS COUNCIL MEETING

OCTOBER 21, 2008

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

**Guest:** C. Harison for History

### I. **Approval of Minutes from 10/14/08**

Minutes were approved as amended.

### II. **Office Hours**

We have a College policy that requires full time faculty to hold 1 office hour for every class taught during the term. There is no mention of a policy in the University Handbook. The Dean reminded the chairs that faculty need to be on campus to meet department responsibilities. Office hours should be posted outside office doors each semester. Faculty need to be accessible to the students. Doors should be open during office hours.

### III. **Student Advising**

The Dean handed out data on student advising for discussion. Liberal Arts' ratings are relatively low across the board for both freshmen and juniors. This is the first year we have had training for our first year faculty for advising; however, Liberal Arts does not typically have first year faculty advise students. S. Rode will be part of a group who will train faculty in the spring on productive advising. Nursing and Health Professions has a professional full time advisor. A. Fortune provides assistance with advising, but her primary focus is graduation checkouts. It was suggested that advisors e-mail their advisees and let them know how/when their department's programs have changed. S. Rode stated that a check sheet covering offerings of each department should be developed and given to advisors. This will help in the distribution of Liberal Arts information to the students. The Liberal Arts system of using summer advising fellows may be good for getting students registered, but is not designed for advising.

### IV. **T&P Faculty Evaluation Materials**

This agenda item was tabled due to time constraints.

### V. **Academic Affairs**

This week was a Dean's only meeting. USI will hold two December commencement ceremonies on Saturday, December 13<sup>th</sup>; 10AM for Business, Nursing/HP, Sci/Eng and 1PM for Ed/HumServ, LA, ExtServ. Chairs are required to attend their College's graduation; Deans will attend both. Faculty are invited to attend, but if they attend, they are still required to be present at the May commencement. USI is looking into moving future May commencements to the week before Mother's Day/the week before finals.

The Deans agreed that the Faculty Senate should review the description of the attendance policy so it is consistent in the University Handbook, Student Handbook, and the printed schedules.

The communication accreditation team is on campus. All members of the team are highly regarded.

Nino Cocciarella will perform a piano recital on Thursday, October 23<sup>rd</sup> at 7 PM in the Rice Library Grand Reading Room.

If you have seen posters of Brad Ellsworth speaking on campus, be aware that SAC is not sponsoring the event. The department originally was going to sponsor the event when it was to be a discussion on civic duty. The event is actually a rally for the candidate.

## **Around the Table**

### **Sociology, Anthropology, and Criminal Justice Studies**

The SAC Club is sponsoring a tour of Angel Mounds on October 26<sup>th</sup> at 1pm. M. Strezewski has volunteered to conduct the tour of students.

M. Strezewski has co-written a grant "Lincoln's Boyhood Landscape—An Archaeological Education Project" for the Indiana Department of Historic Preservation and Archaeology.

USI Votes Early, sponsored by the department and the SAC Club will continue through Thursday, October 30<sup>th</sup>. Free rides to the early voting locations are offered on Tuesday and Thursdays.

### **Communications**

K. Bonnell has been selected to serve on the American Association for University Women Education Foundation's Career Development Grants Selection Panel. She finished her term as chair of the International Fellowships Panel earlier this year.

G. Cooper and ten students will attend the national convention and workshop of the Public Relations Student Society of America [PRSSA] in Detroit next week.