

LIBERAL ARTS COUNCIL MEETING

December 2, 2008

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

I. **Minutes** – There were no minutes for review this week.

II. **Finals Policy**

University policy for final exam week is as follows:

Classes must meet during the scheduled final exam time, even if the course does not require a final exam. If a course does not have a final exam, the scheduled time for a final should be used for class projects, summary, analysis, etc. Review this policy with all faculty members. The final schedule should clearly be defined in the course syllabus. Any alternative final schedule must be approved by the Department Chair and the Dean. Chairs should use their discretion for approval. All faculty members should be clear on this policy. Also, classes are not to be cancelled to create a longer holiday (e.g., cancelling before or after the scheduled Thanksgiving break).

III. **Budget Process**

The administration has issued no official word on the effect the economy might have on the USI budget for the next biennium. Even so, please be conservative in budget proposals for next year. Departments that have had requests in the queue should keep them there. LA will proceed with the budget process as usual with an earlier submission schedule. Departments need to start preparing proposals now to have the LA budget finalized during January. The colleges will make their presentations early in February.

IV. **Search Confidentiality**

All candidate information discussed within the search committee meetings should remain strictly confidential. The search committee does not have to contact the immediate supervisor prior to a campus visit. If the candidate is selected by the search committee, then the immediate supervisor must be contacted.

V. **Development of New Courses**

Liberal Arts added a large number of new classes to the curriculum last year. There will not be as many this year. Any department adding new classes without increasing the number of faculty members should review course inventory to see if any classes could or should be deleted.

VI. **Living-Learning Communities**

There is currently a lot of interest in the development of living-learning communities on college campuses. Retention rates for students in these programs are higher than for non LLC students. M. Felton and B. Posler have been working together on developing a new LLC program for Liberal Arts; one of them will be asked to visit the LAC.

VII. Honors Day 2009

LA departments should be forwarding their nominees for university-wide scholarships and awards very soon. Criteria for the CLA Outstanding Student award were specifically discussed. Each department must select a finalist which will be forwarded to the Deans. Department chairs will each vote for one from the final list. The Dean will tally the votes and the name of the selected student will be held confidential until Honors Day.

Announcements

Members of the LA Honors Committee are J. deJong, T. Hunt, and S. Rode. The deadline of December 15th was set for selection of university-wide award nominations. A. Torres will provide a list of LA juniors and seniors showing who are eligible.

Recent telephone statements have shown that some LA personnel are making long distance calls to the same number and the calls are lasting a long time. Please remind your faculty that these are business lines.

Independent study forms for Spring 2009 should be completed and turned in to the department chairs now. The official deadline is the end of the first week of classes.

Departments are urged to create distance education courses for core classes where possible. The office of E. Jones will assist anyone working on these.

Initiatives that all departments should be working on are

- 1 - mission and vision
- 2 - tenure and promotion guidelines
- 3 - program outcomes for majors
- 4 - assessment strategies

Communications

Approximately 125 high school students and their advisors attended High School Media Day on the USI campus Friday November 13.

W. Rinks has been invited to participate in the McCormick Foundation Colloquium on Journalism Education Evaluation in Louisville December 6.

English

D. Micer, B. DiBacco, and D. Moore have received a *Teaching Enhancement Award* to be funded for the full requested amount.

History

The history department won a "Major as Home" grant to support a dinner for majors, pub quiz with history books awarded as prizes, and a trip to New Harmony.

On Friday, November 14, 27 people attended the dinner and fall induction ceremony of Phi Alpha Theta, the history Honor Society. Nine new members were inducted.

M. Grow and T. Hunt served as judges in the Indiana 8th Congressional District "We the People" competition for high schools. T. Hunt also served as a judge for the middle school competition.