

LAC MEETING MINUTES
January 13, 2009

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

Absent: B. Christie

I. Approval of Minutes from 11/18/08 and 12/02/08

The minutes from 11/18/08 and 12/02/08 were reviewed and approved as amended.

II. Major Field Tests

Some departments use Assessment Day and others test in the spring for departmental major field tests. If you use the MFT, make an appointment with the Dean this semester to discuss results and use of these tests for assessment; this will be done annually. Please inform the Dean of any changes the department would like to make for the tests. Please be versed with the tests so you can inform the Dean of the information the tests try to show.

III. Honors Day Update

The committee has all the applications they are going to accept. They will meet tomorrow to review applications for the Kappa Delta Pi, Pamela Grubb, Clifford A & Ruth M Kleymeyer Memorial, USI Bookstore, Trustees Distinguished Merit, Mirabella and USI Foundation Excellence in Learning awards. Honors Day will be held on Sunday, March 22nd at 2 p.m. in Carter Hall. Please announce the dates to your faculty. The dean will send out a ranking sheet and copy of nominations for the LA Outstanding Student Award. Chairs are to turn in the ranking sheet at the next meeting. The winner will be announced at Honors Day.

IV. Promotion Requirements to Full Professor

The Provost has found that Liberal Arts does not have a good description/outline in the Green Book for promotion to full professor. Our college should provide guidelines for promotion. Currently any questions are deferred to the University Handbook. Talk to your faculty about expectations for promotion to full professor. Check your tenure and promotion guidelines and submit to the Dean clearly written ideas on what the department is looking for in promoting an individual to full professor. Let the Dean know whether or not changes are needed in your department's tenure and promotion guidelines. If we determine that a separate section is needed in the Green Book with guidelines at the college level, a small committee will be put together to work on it.

In order for a retiring faculty to receive the emeritus title, the department chair must write a recommendation to the Dean. The Dean sends his recommendation to the Provost who then makes a recommendation to the Board of Trustees. This title is no longer given as an honorary title. To be eligible for the title, the faculty must have been at USI for at least 10 years. When a faculty member retires, please inform the Dean of your Emeritus recommendation, whether positive or negative.

V. Budget Process Update

D. Glassman will present the college's budget Monday, February 23rd at 8 a.m. The chairs will present department requests at next week's meeting. Each chair will have 5 minutes to talk about the department's priorities. Afterwards the chairs will rank the requests and submit the ranking to the Dean as a recommendation from the LAC. D. Glassman and M. Aakhus will weigh college issues and place the requests in order of importance. Please send all requests to A. Torres electronically. The budget forms can be found on the O: drive. If the department is asking for particular equipment, it is helpful to write down the exact brand requested and even include websites and quotes. The Dean has been asked to include a model in his presentation on how we would handle a 3-5% budget cut if it is needed. Preservation of staff is the Dean's number one priority. The Dean will present the final proposal to the LAC before he presents it to the University.

VI. Faculty Searches and Candidate Transcripts

At the time of phone interviews with candidates, please ask them to send original transcripts so that the paperwork will be here at the time we are ready to make a hire offer. The Dean does not recommend requiring original transcripts at the start of the process because some candidates may be less likely to apply for the position.

VII. Academic Affairs Update

Academic Affairs talked about enrollment and budgets.

Wrap Up

D. Glassman would like the chairs to attend the presidential candidate visits and provide feedback on each of the candidates.

Around the Table

History

The Lincoln Symposium will be held on Wednesday, January 28th in Carter Hall. There will be displays, cake and punch. The cake will have an official bicentennial seal.

Psychology

J. Evey was on the local NPR station, WNIN, discussing research in the field of creativity as part of a series the station is doing. Parts of the interview aired in December, the rest is airing this month.

Philosophy

M. L. Stoll attended the Eastern Division Meetings of the American Philosophical Association in December in Philadelphia. She presented "Greenmarketing or Greenwash?" at the 15th Annual Conference Promoting Business Ethics at St. John's University in NYC in October of 2008.

At the ethics bowl last fall, one of our students, Kris Izzi, received a perfect score from all the judges on one of his rebuttals. M. L. Stoll was their coach and G. Merriam served as the assistant coach.