

College of Liberal Arts Council Meeting

April 21, 2009

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

I. Minutes for Approval 4/14/09

Minutes were approved unanimously with minor corrections.

II. Summer and Fall Course Scheduling

Chairs should be monitoring enrollment numbers for summer and fall semesters. Do not wait to cancel classes with low enrollments; make arrangements ahead of time for instructors who lose classes due to low numbers. Two sections of the same course should not be scheduled in the same summer session. Summer and fall enrollments are currently up about nine percent from enrollments at this same time last year. Transfer students are the majority of this rise in enrollment.

Council members discussed strategies in making course schedule adjustments that would facilitate student needs. Upper division course selection must be limited and based on the number of majors. Specialty courses should be scheduled on a rotating basis to meet the needs of the majors and core curriculum. Courses scheduled at the 300-level with few prerequisites can be offered as electives that appeal to students of all majors. Distance education courses always fill quickly in all disciplines.

A. Torres cautioned department chairs regarding cancelled classes and the consequence of departments having to pay the bookstore to ship unused books back to the supplier. The Dean asked for figures for these book returns from previous semesters.

III. Advising in the CLA

Results for recent advisor evaluations are being tabulated. LA sent several representatives to the university workshop on advising assessment. The CLA has already held two advising workshops for faculty with attendance at both about 20. This is a small percentage of the 110 to 120 fulltime faculty employed by LA. Advising is required of all full time faculty and is considered part of their teaching responsibilities.

Members of the council reviewed the needs assessment form for advising created by the Pott College of Science and Engineering. Suggestions included mandatory attendance at advising workshops for faculty and an annual review session to examine statistics and changes in the advising process. The council members discussed that students need to understand the advising process and the importance of guidance offered by advisors, and that advisors are responsible to be available, present a positive attitude, and provide accurate information.

IV. Assessment in the CLA

Assessment is considered to be not only program outcomes, but also includes advising, teaching, alumni service, faculty productivity, etc. Assessment is a very broad activity, however it is a major form for measuring accountability in many other areas besides academia. Departments who have completed program reviews but not yet done such assessments may be asked to provide evidence of such in the next year.

V. Academic Affairs Update

The CLA does not approve faculty vacations during the academic year. Contracts are to be followed. If one chooses to not return in the fall term, they need to turn in a letter of

resignation stating their last working day before we can begin the replacement process.

The Dean proposed to Academic Affairs that faculty attendance reporting go from the current paper format to online. He also recommended that new hires be eligible for email, campus phone, and office space on the first day of the fiscal year (July 1) rather than the August date now in effect. This would not include travel.

Council members were also reminded that last-minute hires and those who do not sign their contracts in a timely manner create problems for themselves with payroll.

Everyone on the LAC is to send A. Torres the dates for their vacations this summer so one or two LAC meetings can be scheduled around vacations this summer.

Around the Table

Communications - J. Morris and K. Bonnell have been invited to participate in the 2009 Service Learning Summer Institute.

Advanced Advertising Campaign students finished 5th among the 9 schools in our track at the American Advertising Federation competition in suburban Detroit, MI last week.

History - C. Harison presented the paper "Fumbling for Words: Violence and Inarticulateness in Modern Culture" at the annual meeting of the Popular Culture Association in New Orleans.

Last Friday, officers and members of Phi Alpha Theta, along with guests and faculty members, gathered for dinner at Biaggi's to initiate five new members into the history honor society.

Philosophy - G. Merriam presented at two different conferences in the same week - "Rights and Causal Impotence" on 4/18/2009 at the Midsouth Philosophy Conference at the University of Memphis, TN and "Reason, Emotion and the Afterlife (or Why YOU Don't Believe in Heaven)" on 4/22/09 at the Nammour Philosophy Symposium at California State University, Sacramento.

Political Science and Public Administration – Public Administration will hold its Spring Potluck event on Monday, May 4 at MT Hallock Morris' home.