

Liberal Arts Fall 2007 Department Chair Retreat
August 17, 2007 at Old National Bank

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

I. Introductions. Dean Glassman welcomed the chairs and staff. New department Chairs and Acting Chairs were introduced; Julie Evey (Acting Chair, Philosophy, Political Science and Public Administration), Betty Hart (Acting Chair, English), Joan Kempf deJong (Chair, Art), Ronda Priest (Chair, Sociology), Wayne Rinks (Chair, Communications), and Silvia Rode (Chair, Modern and Classical Languages).

II. Faculty Searches. The dean reviewed the process for selecting, interviewing and hiring new faculty members. The provost has provided a checklist to assist search committees in streamlining search procedures. The dean emphasized the importance of strict adherence to the policy on contacting candidate supervisors. He reminded everyone that failure to follow guidelines for faculty searches will seriously slow the hiring process and threaten the success of hiring the choice candidate. The negotiation of any terms of hire is reserved solely for the dean.

III. Faculty Evaluation Calendar. The faculty evaluation calendar was reviewed. Adjunct faculty and one-year temporary faculty members are evaluated within their departments. Chairs were asked to provide the list of faculty that would be serving on their department's Tenure and Promotion Committee for the upcoming academic year. Confidentiality in the evaluation process was stressed by the dean.

IV. Chairs and Student Workers. Department chairs are allowed five hours per week of paid student worker assistance. Chairs should monitor the work of student workers in their departments and work to maximize student worker effectiveness.

V. Enrollment of Majors. Data on enrollment trends by major were reviewed. Dr. Glassman asked all chairs to discuss these trends with departmental faculty and develop strategies for new major student recruitment.

VI. Contract Faculty Titles. Dr. Glassman announced that the academic affairs discussion on titles for contract faculty is still ongoing. He will update the chairs when further information becomes available.

VII. Faculty Travel Allocation. Dr. Glassman announced that funding for faculty travel has been increased for the 2007-08 year. Due to funds rolled over from last year's faculty travel accounts in Liberal Arts, there will be \$200 in additional funding from the dean's office to supplement the \$400 department allocation. The Provost's office has also increased funding amounts to as much as \$1000 per fiscal year (\$600 maximum for out-of-country travel; \$400 maximum per trip for in-country travel). Eligibility for funding from the Provost's office requires that all college and departmental funding has been previously utilized by the faculty member.

No travel reimbursements will be processed for payment after 60 days past the date of travel. This policy will be strictly enforced.

Dr. Glassman requested all department chairs to meet with their faculty and review the travel policies and procedures.

There is no CLA funding policy that provides for part-time professional faculty travel. The dean proposed the possibility of sharing a portion of the "roll-over" reserve travel money each year with part-time faculty. The CLA will discuss this suggestion during the fall semester.

VIII. Department Websites. Department chairs were encouraged to work with Jenny Medcraft, CLA webmaster, to update departmental websites. Information regarding curriculum, program requirements, and faculty are outdated for some departments.

IX. Artist Affiliates. The concept of *artist affiliates* was introduced and defined by Dr. Glassman. These positions are non-paid and held by community professionals who have a formal attachment to USI at the invitation of an academic department. The artist affiliation is a one-year term that can be renewed at the mutual request of the artist and department with approval by the dean. Artist affiliation differs from the **Volunteer USI** program that gives individuals tax credit for volunteering at USI. Any department interested in naming an artist affiliate should first make a recommendation to the dean that outlines the individual's name and relationship to the department.

X. CLA Student Evaluation Policy. Dr. Glassman reminded the chairs that the CLA policy for student evaluations is that all courses for all faculty members (except those classes with enrollment of 4 students or less) are required to be evaluated. The choice of whether student evaluations will be administered in-class or via electronic submission will be at the discretion of the instructor.

XI. Commencement Exercises. Commencement exercises will be held in December and May. The current policy for faculty attendance requires that all full-time faculty (except one-year and non-renewable faculty) attend the May graduation. All full-time faculty are invited to attend the December ceremony, but attendance is not mandatory. All deans, department chairs and program directors are required to attend both ceremonies. All faculty attending commencement are required to wear regalia.

XII. Independent Study Classes. Dr. Glassman expressed the need for Liberal Arts to have a formal policy governing independent study courses that includes the signing of an agreement form. The policy would provide greater clarity and accountability to both instructor and student and would include the reason for the independent study, a planned outline and verification of the eligibility of the student taking the course. The agreement form is to be signed by both instructor and student and a copy placed on file in the departmental office.

XIII. Class Size Caps. Dr. Glassman charged the chairs with reviewing class caps for all courses and verifying that they are "course specific". Chairs should adjust course caps accordingly. Courses with enrollments over 200 students are counted as two courses in teaching load.

XIV. Use of Department Budgets. There has been no increase in the CLA budget for this year. Chairs are able to view their department budgets in Banner via Native Banner or MyUSI. Some helpful hints: department budgets for printing and supplies may be used for other expenses (**excluding** hospitality and entertainment) as needed. Funding for salaries, benefits, telephone use, and travel is restricted to those specific expenses.

XV. Class Scheduling Strategies. The dean has charged chairs with reviewing their strategies on course scheduling. Chairs should address issues of maximizing the efficiency of scheduling full-time and part-time faculty in meeting service and programmatic needs, scheduling class times that do not compete or conflict with other department courses in the same area, and reserving night classes for adjunct faculty members (if appropriate) and having full-time faculty teaching on campus during the daytime hours (exceptions are always possible, but they should be defensible). Faculty preferences in developing class schedules should be solicited however, actual assignment should be determined in light of departmental need as identified by the chair.

XVI. Policy on Chair Overloads. Department chairs should carry course overloads only in cases of extreme extenuating circumstances and they must be approved by the dean.

XVII. CLA Office Hours Policy. The dean circulated the Liberal Arts Faculty Office Hours policy. Department chairs were asked to remind all faculty members of the terms of the policy, which states the minimum number of office hours required. Individual departments may require a greater number of hours if deemed appropriate. There is currently no office hours policy in the CLA for part-time faculty or summer sessions. A general consensus among the council members was that part-time faculty should provide some level of weekly office hours for students. T. Hunt made a motion for a new policy that states part-time faculty must provide a minimum of two hours of office hours, spread over two days a week. The motion was seconded by E. Wasserman. W. Rinks made a motion to add the words “on campus” at the end of the original motion. The motion passed unanimously.

XVIII. CLA Committee Vacancies. Vacancies on Liberal Arts committees were filled by several chairpersons volunteering as follows:

Liberal Arts Curriculum Petition Review Committee- A new committee formed to handle course and program modifications in the curriculum. **J. Evey, W. Rinks, and E. Wasserman.**

Honors Day Awards Committee- A committee that selects recipients for specific college- and university-wide awards. **B. Hart, J. Kempf deJong, and J. Palladino.**

Chair for the Liberal Arts Curriculum Committee- **T. Hunt.**

XIX. Liberal Arts Student Learning Initiative. The Liberal Arts Student Learning Initiative was developed by Dean Glassman to “use every opportunity to maximize student learning.” The goal is to have all teachers in LA utilizing the entire class period scheduled for them, beginning with the very first day of class, including those classes taught by adjuncts as well as night classes.

As learning technology expands, there is some concern with the procedures for conducting hybrid classes effectively. Hybrid classes consist of a minimum 50% scheduling on-campus and up to 50% personal contact through methods of electronic technology or other means of instruction. There is currently no formal policy for creating hybrid classes and many courses referred to as “hybrid” may not be currently governed by department chairs. The dean warned council members to be vigilant in knowing what is going on in their departments. A course should not be made hybrid at the discretion of the instructor without explicit approval by the department chair. Instructors of hybrid classes are responsible to have that information in the course syllabus and must document that the syllabus supports their teaching strategies. A decision to change a course from an on-campus course to a “hybrid” course during the semester it is being taught does not support the Liberal Arts student learning initiative. Any class that is considered 50% or more hybrid must be approved by Distance Education.

XX. Department Mission and Vision Statement Initiative. In 2004-05, Dean Glassman charged every department in LA to have a mission and vision statement. For some departments this meant developing statements for the first time whereas other departments needed to review their existing statements and revise as appropriate. The dean asked all chairs to continue an ongoing review of these documents as their departments continue to evolve.

XXI. Department Evaluation Guidelines Initiative. An initiative for all departments to develop departmental guidelines for faculty evaluation was introduced in 2005-2006. Some departments have completed their guidelines and have forwarded them to the dean for approval. Other departments have not finished codifying their guidelines. The dean charged all departments to finalize these guidelines as soon as possible. He also cautioned against guidelines that lack flexibility.

XXII. Department Program Outcomes and Assessment Initiative. Liberal Arts is behind schedule with regard to the College's Program Outcomes and Assessment Initiative. Dr. Glassman offered his assistance in helping departments understand and develop their program outcomes and assessment measures. All LA departments must begin or continue their department discussions of program outcomes. Each department will provide a report of their program outcomes and assessment strategies in Spring 2008.

XXIII. Center for Communal Studies. Although Dr. Pitzer has retired, the Communal Studies Center will continue to operate. T. Hunt has been named interim director.

XXIV. Arts and Heritage Management Interdisciplinary Major. The proposed Arts and Heritage Management Interdisciplinary major has been shuffled around in the planning stages for several years. The dean has charged the CLA this year with making a decision whether to go forward with the initiative or to take it off the academic planning calendar. Chairs were asked to communicate to the dean if any LA department(s) is interested in taking ownership of the major.

XXV. CLA Strategic Plan (2007-2012). The dean announced his four core goals for the five-year CLA Strategic Plan (2008-2012): 1) To enhance the quality of programs in the college and the prestige of the CLA; 2) To recruit and retain high quality faculty; 3) To develop new graduate and undergraduate programs that meet the needs of the tri-state area and are consistent with the CLA mission; and, 4) To increase the leadership and presence of the CLA in the community and surrounding tri-state area. A template was distributed to council members for developing goals for their departments that will support the strategic plan for the CLA.

XXVI. Announcements.

- The NSF has a grant-writing workshop coming soon. Anyone interested should contact the dean.
- The university has a new policy for granting the title of *emeritus* for retiring faculty. Department chairs initiate the nomination through a written request to the dean whose endorsement will be forwarded to the Provost. To qualify for the title of *Emeritus*, a faculty member may be of any rank and, upon retirement, must have served the University of Southern Indiana for ten years.
- No Liberal Arts departments are scheduled for Academic Program Review in 2007. **Academic Program Reviews are scheduled for Philosophy, Political Science, Modern & Classical Languages, MA in Liberal Studies, and MA in Public Administration in 2008. Self study reports should be initiated in January 2008 and completed by early Fall 2008.**
- The Liberal Arts Lecture Series assignments for 2007-08 are: **Distinguished LA Scholar** (Spring)-Art; **Berger Lecture** (Fall)-Political Science and Philosophy; **Community of Scholars** (Fall)-History; and, **Alumni in Residence** (Spring)-English.

Meeting was adjourned at 4:30 pm.