

Liberal Arts Council Meeting

September 4, 2007

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

Meeting called to order at 8:30 AM.

- I. **Approval of Minutes.** There were no minutes to be approved.
- II. **Student Worker Use for Classes.** Dean Glassman outlined the guidelines for using student worker help. Student workers can be assigned to Chairs and to Administrative Assistants each for 5 hours per week. A student can also be used up to 5 hours per week by faculty teaching classes that enroll over 200 students. Students are restricted against handling any materials that identify social security numbers. The specific type of work activity that is acceptable for students assigned to instructors is at the discretion of the instructor with approval from the chair.
- III. **LIBA and Humanities.** The College of Liberal Arts (CLA) sponsors and supports the LIBA and Humanities programs. Although agreements have been made in the past, the only formal agreement between the Dean's Office and a department within the College that specifies the staffing rate for Humanities is the English Department. The dean will soon meet with all Chairs to discuss staff contribution agreements supporting the ongoing success of LIBA and Humanities.

Dr. Hart mentioned that Dr. John Gottcent had at one time held a summer workshop for those interested in developing LIBA courses. The workshop allowed for the faculty to share ideas and get feedback from others. The faculty met for a week and received a stipend for participation. Several new courses were developed out of this workshop. It was suggested that a similar faculty development opportunity be investigated.

- IV. **Department Part-time Eligibility Policies.** The dean handed out the qualifications each department developed for part-time faculty eligibility requirements. The policy has been codified to require that all faculty have at least a Masters degree. Chairs were instructed to review their department's policy. Any changes in policy will require dean's approval.
- V. **College Curriculum Subcommittee Report.** Dr. Rinks will be sending four petitions to review this week. The recommendation of the CCS will be presented at our next LAC meeting. Chairs are to send any comments concerning the petitions to Dr. Rinks. For clarification purposes, it was repeated that new course proposals and new program proposals are not handled by the CCS but come to the LAC, at large for discussion and approval.
- VI. **Part-time Faculty Travel.** Dr. Glassman asked the Chairs if funds should be set aside for part-time faculty travel. Discussion followed. It was decided that the dean will provide funding, as possible, for this year using funds not associated with full-time faculty travel accounts. Dr. Priest suggested giving differing amounts in order to distinguish between in-state and out-of-state travel.
- VII. **Evaluation Response Rate (paper versus on-line).** Dr. Glassman distributed department data on evaluation response rates to the Chairs. For the CLA, 346 courses delivered evaluations in-class compared to 187 online (including 10 DE courses). The average response rate for paper evaluations

was 73%, for online was 54%, and for DE 46%. 62% of courses using online evaluations had a 50% or higher response rate, whereas the response rate for paper evaluations was 92%.

- VIII. **Class Syllabi for Departments.** All faculty are required to turn in syllabi electronically to their department's Administrative Assistant (AA). The dean asked Chairs to enforce this requirement. AA's should make a list of all faculty and courses offered and mark when a syllabus for a course is received.
- IX. **Kleymeyer Liberal Arts Scholarship.** Dr. Glassman announced a new student scholarship opportunity in the College, the Kleymeyer Liberal Arts Scholarship. Dr. Glassman will speak to David Bower to gain clarity on eligibility requirements as per the donor.
- X. **CLA Outstanding Student Award.** The dean is considering creating a new CLA Outstanding Student Award for the College. Dr. Glassman will check with the other colleges to see if they provide a similar award and what eligibility requirements they have set.
- XI. **Academic Affairs Update.** There was no Academic Affairs meeting on 9/3/07.
- XII. Around the Table.
- Butler University is hosting the National Science Foundation (NSF) Day. It is a one day workshop to be held Friday, October 5th. There is no registration fee, but the registration deadline is September 28th. The dean will cover the cost of a van to send those interested. He is requesting those who attend the NSF Day to hold a one hour workshop to share what they've learned with other faculty.
 - Connect with Southern Indiana is in its third year. The leadership program, that includes participants from nine regional counties, is headed by Dr. Ed Jones and run through the USI Extension Office. Each year, three to four USI faculty/staff are selected to participate in the program without cost. An additional \$1,000 stipend is provided to faculty/staff that complete the program. The program takes place over the Spring semester and requires participation at several different dates. More information can be found on the Extension office's website.
 - The Academic Affairs website has a link that provides instructions on academic reviews. Reviews are scheduled on calendar years with the self study being prepared in the Spring and Summer.
 - The groundbreaking ceremony for the new art gallery for CLA will be held on Wednesday, September 5th at 11:30 am.
 - Dr. Rinks will attend a meeting in Chicago this weekend that assists department chairs of communications departments to prepare for developing their accreditation/self-study reports.
 - The History department is responsible for the Community of Scholars presentation this fall. Michael Dixon will be in charge of the program. Also, Jason Hardgrave is taking over the Dual Credit program.

- Prof. Wasserman is going to Indianapolis to speak to the Indiana Board of Education regarding a Theatre Education Certification for Public Schools. If the program is approved, it will be introduced as a new minor.
- The Faculty Art Show is going on at the Evansville Museum, and Rob Millard-Mendez has an exhibition “Masks and Figures” running through October 7th in the New Harmony Gallery of Contemporary Art.
- The Sociology department is working on two new majors. Dr. Priest informs the CLA that there are new program proposals and major curriculum changes that will be coming from the department.
- Modern & Classical Languages is working on its curriculum. The department also received a new student scholarship award, the *Philip & Agnes Tzschoppe German Scholarship* (\$500).
- Philosophy, Political Science & Public Administration is in charge of the Berger Lecture this fall.
- The English department retreat was held at the Carriage House at the Reitz Home Museum. Dr. Karyn Sproles served as facilitator for the retreat.
- Dr. Chris Bloom and Dr. Palladino co-authored two chapters, “Motivation and Emotion” and “Consciousness”, in the *Encyclopedia of 21st Century Psychology*, published by Sage. The publication is to come out this year.

Meeting was adjourned at 10:35 AM.