

Liberal Arts Council Meeting

September 11, 2007

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

Guest: Susanne Stanley, Travel Office

- I. **Approval of Minutes.** Minutes from the LAC Fall Retreat (8/17/07) were reviewed and approved with minor changes. E. Wasserman moved to approve the minutes and J. Palladino seconded the motion.
- II. **Graduation Check-out.** The graduation check-out form has been revised to include a contract for the student to sign. This contract will remain in the student's file in Liberal Arts. When reviewing these forms, department chairs should check them carefully for errors before signing. B. Hart observed that the DARS system does not always have updated/correct information. M. Aakhus will provide copies of the revised form to all chairs for review and future discussion.
- III. **CLAFDA Committee.** The College of Liberal Arts Faculty Development Awards (CLAFDA) and Liberal Arts Research Awards (LARA) are College-sponsored opportunities for faculty development. CLAFDA provides funding for projects and research. LARA provides awardees release time for research or creative activity. The deadline for fall applications is October 15th. The CLAFDA Committee includes representatives from arts and communications, humanities and the social sciences, as well as members of other departments. M. Aakhus is chair and *ex-officio* member of the committee. M. Aakhus requested that the membership of the CLAFDA committee be raised from four to five members and that the chair not have voting power. Due to time constraints, further discussion of CLAFDA was tabled for the next meeting.
- IV. **College Curriculum Subcommittee Report.** W. Rinks reported for the College Curriculum Committee. The following petitions had been offered to the committee.
 1. The minor in Public Relations and Advertising to be restructured to make it consistent with other mass media minors in Communications.
 2. The course description for Journalism 273 to be changed to include a statement that students must provide their own, or have access to, a camera for use in the class. The department has no further funding for repair or replacement of cameras which have been provided for students in the past.
 3. The social science education minor to add the option of taking geography 330 or geography 112.
 4. LATN 390, an independent study, to add "repeatable up to 6 hours".

All changes were approved by the committee.

V. **Faculty Travel Rules and Policies.** Susanne Stanley was present to review university travel policies and answer questions regarding faculty travel requests. She provided a printed version of an overview of travel procedures. As she went over some of the more common issues, she stressed that all expenses require original receipts for auditing purposes. She also discussed which items can be prepaid, how accommodations should be handled, that there is no mixed gender sharing of rooms or sharing of rooms between faculty and students, and what can be covered under mileage and traveling with students. She reiterated that the 60-day limitation on processing travel reimbursements will be strictly enforced this year. The dean charged the chairs with formally reviewing the policies and procedures of travel with their faculty at an upcoming departmental meeting.

VI. **Major Field Tests.** Departments that conduct major field testing now have the option of online delivery. The dean requested that all departments let him know their preference by the end of this week. T. Hunt and R. Priest requested the online method for their departments, respectively.

VII. **Academic Affairs Update.** Dr. Glassman reported on the latest Academic Affairs meeting. Most of the discussion concerned a new initiative in Indiana higher education to formulate funding based on output (graduation numbers) rather than input (incoming students), with the graduation rate reported in the sixth year. The dean suggested that this model does not favor institutions that have an opportunity-based mission such as USI. There will be much discussion of this initiative over the next few years. The dean will continue to keep the LAC informed of its progress. Other information shared from the Academic Affairs meeting included:

*Overall enrollment for USI this fall is down 0.8%, but the number of incoming freshmen rose.

*This week and next week is non-attendance recording. Chairs were asked to remind their faculty to participate.

*The dean encouraged nominations for the Foundation Awards for Outstanding Teaching by New Faculty and for Outstanding Teaching by Adjunct Faculty.

*The fall department chair and program directors workshop, sponsored by the provost's office, is scheduled for September 27. Last year's workshop got very good reviews and LAC members are encouraged to attend.

VIII. **Around the Table Announcements.**

*J. Palladino's 5th edition of his textbook has just been released in Spanish.

*B. Hart – The first RopeWalk guest, Mike Magnuson, will be featured this Thursday at 7 pm in Kley Meyer Hall.

*M. Aakhus – The schedule for Southern Hospitality Days was just sent out by email. The deadline to apply for RISC grants has been extended to Oct. 5th and the maximum request has been increased to \$1,000. Dean Glassman is strongly encouraging the LA faculty to participate in the RISC showcase.

*J. Evey – Constitution Day is September 17th and Mr. Cole Banks, a local Evansville lawyer and USI adjunct faculty member, will be speaking in Mitchell Auditorium on “Civil Liberties”.

*E. Wasserman – Elliot recently returned from Indianapolis where he presented his proposal for Indiana teacher certification in Theatre. Theatre has an Equity stage manager arriving next week.

*S. Rode – The Department of Modern and Classical Languages has a new German instructor, Micaela Veit, who just arrived Monday.

*R. Priest – M. Strezewski has an archaeological field study school approved for next summer in New Harmony. New faculty member Andrew Buck has a forthcoming article on coalition politics in the journal, *Sociological Forum*. Gender Studies had their “food-a-thon” and the sociology department is having a barbeque this Saturday.

*J. Kempf deJong – New faculty member J. D’Uva had an article featured in Art Digest. D. Huebner has a commissioned sculpture on display in the Evansville Central Library.

*T. Hunt – J. Greene from Communal Studies has taken a full-time position with Rice Library. USI History student and Alhambra Theatre intern, Andy Jeffries, will be presenting an overview of the history of the Alhambra Theatre as part of the celebrations marking its 94th anniversary. The event will take place on Thursday, September 27 at 6 pm, 50 Adams Street.

*W. Rinks – Wayne recently returned from an AEJ meeting in Chicago with material to begin the department’s accreditation self-study. High School Media Day will be held November 9th. The keynote speaker is Mizell Stewart III, new editor of the Evansville Courier & Press, and his presentation, “People Like Me”, is on diversity.

Meeting adjourned at 10:31 am.