

## Liberal Arts Council Meeting

December 4, 2007

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

### I. **Approval of Minutes**

There were no minutes ready for review.

### II. **LA Budget Request Process**

Departmental budget requests must be presented to the dean soon after the start of the spring semester. The dean reviewed the budget request process. Chairs will present their two highest priority requests to the LAC. Upon completion of the presentations, the council will rank the top budget priorities. Presentations are limited to five minutes without the use of PowerPoint. Budget requests for International Studies, Theatre Management, Classical Studies, and Gender Studies will be presented directly to the dean by the appropriate unit directors. The dean will present the final LA budget request proposal to the LAC before making the formal presentation to the university president and provost. The dean urged department chairs to meet with faculty early in January to have department priorities set by the end of the month. The administration tracks which requests are repeated year after year. The dean will provide the list from last year. Chairs should send an electronic copy of departmental requests to Angela. Any request for a new faculty line must include not only salary, but benefits, travel funding, equipment, and supplies.

### III. **Deans, Chairs and AAs Holiday Lunch**

The holiday luncheon for the LA staff has been set for January 8<sup>th</sup>. Council members suggested several possible places to go. The administrative assistants will select the location.

### IV. **New Course Petition ENVS 421**

After much discussion regarding approval of ENVS 421, it was decided that approval by the LAC is not indicated. It was agreed that the addition of this course in the Pott College of Science and Engineering would not affect the Liberal Arts curriculum, except for possible re-assignment time for Dr. Zehr to teach in another USI college. Dr. Hart recommended an LAC endorsement of the course as part of the proposed major in Environmental Studies. Dr. Priest called the question to the original motion to approve the course. The motion failed. A motion was made to endorse the course by the LAC. The motion was seconded and approved.

### V. **Fall Graduation**

Commencement will be held on Saturday, December 8, in the PAC. Liberal Arts deans, chairs, and directors are required to attend. Deans are to meet in the Varsity Room at 9:15 am. Regalia are required. LA faculty who chose to attend the fall ceremony will still be required to attend commencement exercises in the spring.

### VI. **Faculty Searches**

The dean asked Council members to take time to meet and welcome candidates for the chair of the English department.

### VII. **Faculty Ranks and Titles Update**

The current policy for assigning faculty titles of full-time faculty who have attained the terminal degree is at the rank of Instructor. A possible change in the assignment of contract faculty titles and rank are being reviewed by the

Academic Affairs Council. One option, which is preferred by the dean, is the use of Contract Assistant Professor, Contract Associate Professor and Contract Professor.

VIII. **LA Outstanding Student Award**

The dean has received the nominations (one for each LA major allowed) for the 2008 LA Outstanding Student Award. The LAC will rank the nominees by ballot vote. Submissions were received from Philosophy, Political Science, International Studies, History, Art, the Performing Arts, and Psychology. Students should remain unaware they have been nominated. Ranking will be from 1 to 6, with one being the highest. Honors Day is scheduled for Saturday, April 12, at 2 pm.

IX. **Academic Affairs**

The Rice library staff has reported that there are a large number of adjunct faculty using areas in the library for personal office space and some are holding classes in the library labs. This problem includes faculty members from Liberal Arts. Starting in the spring, no faculty members will be allowed to use library space for office hours.

Dr. Bennett thanked everyone for participating in the online assessment survey. All departments responded and the results have been posted on the web. Departments should save their input for annual updates.

Faculty members who chose to use online course evaluations will receive an email indicating students' responses.

X. **Around the Table**

**Dean's Office (Dr. Glassman)** - All classes in Liberal Arts should meet at their originally scheduled final exam period and an exam or some other evaluative activity should be conducted. Final exams should not be administered on the last day of class. Any change in date or time from a scheduled final exam must be pre-approved by the dean. The dean will send an email to all LA faculty clarifying this issue.

**Performing Arts** - Junior/senior reviews were conducted for all Theatre majors this week. These reviews provide evaluative material for student job interviews.

A celebration was held in Kleymeyer Hall for graduating theatre majors and their parents.

**Sociology** - The sociology department will hold their end-of-semester dinner on Friday.

C. Rose presented a paper at the annual conference of the American Society of Criminology.

R. Priest thanked everyone for encouraging students to participate in the Habitat for Humanity neighborhood survey. She will need students again for another neighborhood survey she will be conducting.

**Dean's Office (Mr. Aakhus)** - A recital featuring Susan Derring has been scheduled for February 27, 2008, in the Rice Library. L. Leibowitz will accompany on the piano. This might be an event to add to course syllabi for spring.

**History** - The Community of Scholars event was well attended and included a large number of students in the audience.

The History Club and Phi Kappa Theta have a party scheduled for this Friday.

**English** - L. Nichols successfully defended her dissertation.

A retirement party for E. vonFurhmann is scheduled for Thursday.

**Philosophy, Political Science & Public Administration** - The Student Government Town Hall meeting with LA deans and department chairs went very well.

USI philosophy students, under the guidance of M. Stoll, participated in the Ethics Bowl.

**Art** - J. D'Uva had works on display in Dallas.

X. Hu designed the logo for *Connect USI* and has also edited a book.

L. Dowhie and R. Millard-Mendez received awards for their works at the Midstate Craft Exhibition. USI art students, D. Ball and N. Mason, also had work accepted for the Midstate exhibition that was held at the Evansville Museum.

Art students D. Ball and N. Mason have works displayed at the Evansville Museum.

V. Poston gave a presentation to the USI Medieval Studies Forum

M. Skoglund is in Egypt for a conference.

**Communications** - S. Kiesel successfully defended her dissertation at SIU-Carbondale.

**Dean's Office (Ms. Christie)** - All advisor information for January 10 and 11 is needed as soon as possible.

Meeting was adjourned at 10:33.