

Liberal Arts Council Meeting
January 15, 2008

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

I. Minutes

After some discussion and minor changes, the minutes from November 20, 2007, and December 4, 2007, were approved as amended.

II. LA Budget Request Process

Budget request presentations for all colleges at USI are being set up now. The presentation for Liberal Arts is scheduled for Friday, February 15. Departmental presentations will be made at the next two LAC meetings. Each department should identify one top priority and have 13 copies of the request forms available for distribution to LAC members. Each request requires two forms: the request form and the cost spreadsheet form. Any additional department requests should be listed on appropriate forms and given to both deans. An electronic copy of all requests should be forwarded to Angela. Following the departmental presentations, LAC members will be asked to rank the set of Number 1 priorities. The dean will present his Liberal Arts Budget Request to the LAC on February 12.

III. Honors Day

Department chairs need to contact Ginny Bryant in the Development Office to verify available funds in their foundation accounts to be used for cash awards during Honors Day. The deadline for nominees for the USI Trustees Award, the Pamela Grubb Award, and the Kappa Delta Award is January 23rd. Each college may nominate one student for each of these awards. Student Awards Committee members B. Hart, J. Kempf deJong, and J. Palladino will work with M. Aakhus to select nominees for the college-wide and university-wide awards.

IV. Independent Study Agreement Form

The dean distributed a draft of the independent study agreement form for Liberal Arts. This contract will clarify expectations for both the instructor and the student and will be signed by both. The form should have a syllabus or specific course outline attached. Copies of the signed agreement should be given to the student, instructor, and chair.

V. ACHIEVE Program

Amber Hughes serves as director of the ACHIEVE Program that is housed in the College of Education. Early in the semester, instructors should identify students in need of assistance and make referrals by using the online form found on the Academic Skills web site at acadskil/achieve.

VI. On-line Seminars

Seminars offered include *Department Chairs: 12 Collegiality Rules* and *Survival Strategies for*

Teaching Large Classes. Chairs requested the dean to purchase a copy of *Survival Strategies for Teaching Large Classes.*

VII. Counseling Center and Test Accommodations

The dean reminded all chairs to instruct their faculty to follow the procedures and guidelines for using the counseling center for administering course exams. Only those students who have signed up with the ADA office are eligible to have their exams taken in the counseling office. Faculty should get their exams to the Center on time, should provide clear instructions for the student taking the exam, and pick up the finished exam in a timely fashion.

VIII. Faculty Recognition Award

Nominations for the Faculty Recognition Award have been requested. Nominations should include service and teaching activities. The dean distributed copies of the nomination form. Completed forms should be returned to the Alumni Office, WA 104, no later than February 1st.

IX. Academic Affairs

The following items were discussed at the Academic Affairs meeting for deans only on Jan. 14th:

Workshop on Engagement- Deans were asked to remind faculty members that engagement is recognized in tenure and promotion evaluations. Scholarship of engagement should be documented by peer review publication or exhibition. Ed Jones has asked to attend a future LAC meeting to discuss engagement and describe the new USI Engagement Inventory form.

Development of “schools” within USI Colleges- Criteria will be determined to identify possible candidates for a “school”. Examples include a “School of Engineering” in the Potts College of Science and Engineering, and a “School of Nursing” in the College of Health Professions. No additional resources or staffing will go with the development of a “school”.

USI List of Publications- A university-wide list of publications developed two years ago will become an annual practice done within the colleges and tracked through the FAR. These will be due sometime in mid May.

Ongoing Discussion of Distance Education Classes- The University is interested in increasing its distance education offerings, particularly for core courses. A one-course stipend is offered for the development of a new DE course, and a 50% stipend is possible for someone who significantly modifies an existing course. It was generally agreed that DE is the wave of the future for universities.

X. Around the Table

Dean’s Office (Christie) – Schedule edits for Fall 2008 are due to the administrative assistants this Friday, 1/18/08.

Modern and Classical Languages (Rode) – Modern and Classical Languages has set up a pilot program of three after-school programs teaching French, German, ESL and Spanish as a second language.

Sociology (Priest)- Criminal Justice proposal is nearing completion. LAC should expect several new course proposals in the next few weeks.

History (Hunt)- Denise Lynn has been hired and will re-join the faculty as a tenure-track assistant professor in the fall.

J. Hardgrave attended the Phi Alpha Theta History Honor Society 2008 Convention in Albuquerque as the regional representative and a panel participant.

Art (Kempf deJong)- H. Braysmith was elected for a three-year term to serve on the Education Committee of the College Arts Association. She has also been selected as a participant in the USI Connect with Southern Indiana program.

The art department is moving toward accreditation.

R. Millard-Mendez has work in 3 exhibits around the country.