

**Annual Chair Retreat**  
**Wednesday, August 23, 2006**  
**Old National Bank Conference Room, Evansville**

**Present:** D. Glassman, M. Aakhus, C. Barber, M. Dixon (afternoon), M. Kearns, J. Palladino, D. Pitzer (morning), W. Rinks, K. Waters, S. Wolfe, S. Zehr, A. Torres and B. Christie.

The meeting was called to order at 9:00 a.m.

**Academic Affairs Discussion**

A number of issues were discussed under this topic including the nationwide movement in higher education that is focusing on learning outcomes and critical thinking, the provost's continued preparation for accreditation review, and the Core Curriculum Committee's effort to institute five-year course reviews to ensure that all core courses maintain the program goals, objectives and learning outcomes required. Other issues discussed were current teaching challenges and ideas for more effective interdisciplinary LIBA courses.

**Fall Semester Enrollment**

The dean urged all department chairs and directors to be vigilant in watching enrollment figures on Thursday and Friday. Staffing is always a critical issue and enrollment for LA is already up 2.9% from last year. Under a new policy implemented this fall, students will receive 100% refunds for classes dropped during the first week of classes and 50% during the second week. After the second week, there will be no refund for dropped courses. In addition, this will be the first semester where students will not be dropped for nonpayment.

**Faculty**

Increased enrollment raised questions concerning adjunct faculty loads. The chairs discussed the merits and negative implications of seeking approval from the dean and provost to raise the maximum work load for adjuncts from 3-4 (or 4-3) to a 4-4 load. No decision was made.

The dean commented on the importance of effective faculty recruiting. The CLA currently has 16 searches open, including two chairs and a program directorship. The dean instructed chairs to develop search committees whose members are serious about finding the best candidate. The provost is working on a checklist that will contain the necessary procedures and documents for HR to process a candidate and will hopefully expedite the entire process. This year, only the top three candidates will be invited for on-campus interviews due to the increasing costs associated with campus visits. Any exception to this policy will need approval by the dean and provost.

A three-person committee has been appointed by the provost to review temporary appointments and titles. Members of the committee are Dean Glassman, Brian Posler from Academic Affairs and Scott Gordon from the College of Science and Engineering.

The dean has created a model of revised ranks and titles and has requested that chairs solicit suggestions from the faculty.

The College of Liberal Arts does not currently fund travel for part-time faculty members; however, anyone representing USI at a conference or workshop must submit a travel form for insurance purposes. All travel requests must be made on the appropriate form and submitted to the chair, dean and provost in succession. Chairs should not refer faculty members to the dean for travel funding. All unused faculty travel funds at the end of the fiscal year will be returned to the dean and reallocated to the full-time faculty in the following year. This year each full-time faculty will be awarded \$100. additional travel funding from the dean's office.

Departmental Tenure and Promotion Evaluation committees should be forwarded to the dean immediately.

A new CLA title of Artist Affiliate was announced by the dean. The title will be given to a person or organization who has adjunct status in a department and assists the department in achieving its mission. The title carries no compensation from the university. The members of the Evansville Philharmonic Brass Quintet, affiliated with our Music Program, have been named the first CLA artist affiliates. Recommendation for additional affiliations may be made to the dean.

### **Special Course Fees**

Course fees that were removed from Liberal Arts classes will be reinstated in the Spring 2007 term. Any courses that are being considered for a new or modified course fee must be presented to the dean for review. Fees set at or under \$35. are approved by the administration. Any course fees greater than \$35. must be approved by the Board of Trustees.

### **Student Evaluations**

New student evaluation forms will be introduced in the fall semester. The CLA requires evaluations to be administered to all classes. The dean asked the chairs to assist their faculty in using the new form.

### **December Graduation**

Commencement for students graduating at the end of the fall term is scheduled for December 9<sup>th</sup>. Faculty are invited to attend; and deans, department chairs and program directors are required to attend.

### **Mental Health Protocol**

Guidelines prepared by the university that outline proper protocol for faculty dealing with students who are perceived to have mental/emotional issues were distributed to the chairs. It was noted that in cases when faculty are working with students perceived to have mental/emotional issues, the faculty member should keep full documentation of the encounters with the student.

### **Independent Studies**

CLA departments have a great deal of flexibility in the delivery and assessment of independent study classes. Most departments have some guidelines that govern the process of independent study classes, but only a very few require an agreement document that is signed by the student and supervising instructor. The document specifies the coursework expectations and assessment measures that will be used. To alleviate the possibility of miscommunication between instructor and student, the dean recommends all departments institute the use of signed agreement documents. The faculty member will establish the terms of the agreement.

### **Program Outcomes and Assessment**

The dean outlined a year-long initiative for each department to codify a list of program outcomes for their majors and develop assessment strategies to evaluate their students' achievement on these outcomes. It was suggested that departments begin the initiative by bringing their faculty together and discussing the sets of essential knowledge, skills and experience that they believe their majors should have acquired by graduation. This may be followed by a review of the program's curriculum to certify that each student is being required to take courses that provide opportunity to acquire all the knowledge, skills and experience defined as program outcomes. If this is not the case, the department must seek to modify the curriculum requirements. Portfolios, capstone courses in the major and student self-assessment measures were discussed as possible assessment strategies to be adopted by departments.

### **Advising/Registration**

The CLA Advising Fellows Program is working successfully and advisors for next year are already in place. Dr. Palladino praised the work of the advising fellows and commended Arlene Fortune for her invaluable assistance with the program.

### **Current CLA Initiatives**

The LA Council has approved the separation of Art, Music and Theatre into the Department of Art and the Department of Performing Arts. This change will not only strengthen the collaborative work between music and theatre, but will allow the art department to move toward accreditation. The recommendation has been presented to the provost and must be approved by the President's Council.

The Department of Foreign Languages will soon undergo a name change to the Department of Classical and Modern Languages, pending approval by the provost.

The meeting was ended at 4:00 pm.