

**Approved Minutes
Liberal Arts Council Meeting
September 5, 2006**

Present: Dean Glassman, M. Aakhus, J. Palladino, S. Zehr, M. Kearns, K. Waters, C. Barber, S. Wolfe, T. Hunt, W. Rinks, A. Torres, B. Christie.

Dean Glassman opened the meeting at 8:30 a.m. with thanks to the department chairs for their assistance with registration and scheduling issues during the first week of classes.

There were no minutes to be approved from the last two meetings.

I. Dean's Student Advisory Council

Department chairs were asked to select a student to represent their department on the Dean's Student Advisory Council. Meetings are held the first Wednesday of each month at noon.

II. Administrative Drops

This is the first semester that students will not be dropped for non-payment. If any student has been absent from class 50% or more, an administrative drop should be completed online. Attendance will be difficult to monitor in very large classes. Students will receive no refund after the fourth week.

III. Bookstore

Several faculty members have commented on difficulties with textbook orders and the bookstore ranging from complexity in the online order form, insufficient numbers of books being ordered, errors on orders and late book arrivals. Dr. Glassman will invite the bookstore manager to a LAC meeting to answer questions.

IV. Funded Lecture Series

The dean reminded departments of their funded lecture series assignments for the 06-07 academic year. Sociology hosts the Distinguished LA Scholar, History hosts the Berger Lecture, Foreign Languages hosts Community of Scholars and Art, Music and Theatre hosts the Alumni in Residence. Peggy Harrell recommended a website that lists scholars whose grants limit any speaking honorarium to \$1,000 or less. There was some discussion regarding how the funding for these events is handled and who develops the criteria for selecting a speaker. The dean will seek out formalized guidelines for each of these awards.

V. Staffing of Advising

Less faculty time may be necessary for advising during the week before, and the first week of, classes as students choose to register online. Some ideas for modifying the current advising policy include having fewer advisors during the evening hours, advising students electronically, and reducing the advising schedule on the Friday before classes to a half day. Dr. Glassman will discuss the issue at the deans' meeting with the provost.

VI. Faculty Housing

The university will no longer offer on-campus housing for faculty members. Students have priority for campus housing facilities and there is not enough space available to house faculty. The dean expressed his disappointment for the loss of faculty housing and has suggested to the Provost that alternative, off-campus, housing for faculty should be explored.

VII. Faculty Ranks

Dr. Glassman encouraged chairs to continue their discussions with department faculty regarding the issue of title/rank assignments. Suggestions and comments should be forwarded to the dean.

VIII. Personnel Calendar/Department Evaluations

The calendar listings for tenure, promotion and faculty evaluation deadlines are currently unavailable.

Dr. Glassman requested that the names of faculty serving on department evaluation committees be forwarded to his office. He also requested that department chairs emphasize the importance of annual evaluations to their junior faculty and provide opportunity to consult with junior faculty in the preparation of their documents..

IX. Round the Table

ENGLISH: Phyllis Toy has retired. Julia Galbus will move into Phyllis' vacated office. RopeWalk Reading Series opens September 21 with author Neil Connelly in Kleymeyer Hall at 7 pm.

SOCIOLOGY: Ronda Priest is on a one-year sabbatical starting this fall. Marjorie Jones' mother, a long-time supporter of USI and particularly of the Sociology Department, died over the weekend.

POLITICAL SCIENCE: New Political Science faculty member, Jeremiah John, recently presented a paper at the annual meeting of the American Political Science Association in Philadelphia.

FOREIGN LANGUAGES: Dr. Latorre will present *The Eye and Hand of the Traveller : The California Diary of Vicente Pérez Rosales* on October 27 at 3:30 in Kleymeyer.

HISTORY: Russ Lohse is the new History faculty member. For Constitution Day, September 19, 2006, Tracy Uebelhor will make a presentation at noon in Carter Hall.

LIBERAL ARTS OFFICE: If a class is cancelled right before classes begin, be sure to notify your administrative assistant. She will complete the official notification of class cancellation, which is necessary to maintain correct contract information.

Liberal Arts will lose priority ownership of classrooms in the Liberal Arts Center at 10 am on Friday September 8th. Please have any schedule changes to your administrative assistants before the deadline. We will receive two more edit opportunities before the final edit goes to print on October 11.

The meeting ended at 10:30 a.m.