

**Approved Minutes  
Liberal Arts Council Meeting  
September 19, 2006**

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

No minutes for approval. Items pending: the junior faculty meeting will be held soon; the site team from the Higher Learning Commission is scheduled to meet with the LA deans, chairs and program directors on Tuesday, September 26<sup>th</sup>, from 1:10 to 1:40 pm in the LA conference room; Ed Jones is still soliciting interested faculty for involvement in *Connect with Southern Indiana* and additional information may be found on the Extended Services website.

**I. Dean's Student Advisory Council (Glassman)**

Dr. Glassman requested that nominees from each department be forwarded to his office.

**II. Lilly Sabbatical (Julia Galbus)**

Julia has forwarded a request from the provost's office for more proposals to be submitted for this one-year sabbatical opportunity. Funding is available for four proposals from tenured faculty. Funds are provided for temporary staff replacement within the department. Presentations will be scheduled to assist those interested in generating proposals.

**III. Faculty Travel (Angela)**

The travel office has been receiving travel forms incorrectly completed. Correct forms must include account numbers, even if no funds are being requested. The request should be submitted at least one month prior to travel dates. Reimbursement for transportation is provided on the least expensive option of air or ground travel. Forms must be turned in for group travel before final payments can be made toward rooms or events. Travel Reimbursement Requests must be submitted before reimbursement can be processed. Dr. Glassman reminded chairs that the extra \$100 being provided for full time faculty members will come from the dean's account, with the usual \$400 for full time faculty coming out of departmental accounts.

**IV. Faculty Ranks**

The issue of reviewing terminology for faculty ranking continues. The dean will be sending another email to CLA faculty requesting their comments and suggestions. The primary purpose of the restructuring is to encourage the recruitment of effective candidates for contract faculty. This is a title issue and will not affect salaries in any way. The current proposal is based on a three-tier system: Level 1 for those without a terminal degree; Level 2 for those with a terminal degree or for those in Level 1 who have demonstrated excellence in teaching at USI, and Level 3 for those with a terminal degree and who have demonstrated excellence in teaching at USI.

**V. Milliron's Books and Reading Club (Glassman)**

There are several reading groups on campus being promoted by Dr. Brian Posler. The dean is leading one group and encouraged CLA faculty members to get involved.

## **VI. USI Bookstore Scholars Award (Glassman)**

This new student award was instituted last March to be awarded in the 2006-07 academic year. The Bookstore is awarding \$2,000 per year to one student from each college. The funding will provide \$1,000 for textbooks and \$1,000 for tuition. The nominees must have senior standing and show academic excellence. Dr. Glassman requested nominees from each department. After selecting a student for this year, the chair's council will work to create a list of criteria for eligibility. Chairs were asked to check with Arlene to confirm their selection's senior status.

## **VII. USI Bookstore (Mike Goelzhauser)**

Dean Glassman welcomed Mike Goelzhauser to the LAC council to address issues that have been raised by faculty concerning the textbook ordering process. Mike stated there are no plans to move the bookstore into the old library facility and the bookstore will continue to operate in the UC. Difficulties with the online system were discussed and Mike offered to provide a workshop for faculty members demonstrating ways to streamline the process, how to easily correct errors and how to flag special orders.

## **VIII. Round the Table**

Dean Glassman distributed fall enrollment information.

Angela reminded everyone that SIS will no longer be accessible after October 13<sup>th</sup>. Bobbie asked chairs to finish changes to Spring and Summer 2007 schedules by the end of today.

History- Phi Alpha Theta will have a meeting Friday at 1 pm; Tracy Uebelhor will make a presentation at noon in Carter Hall titled Challenges to the Constitution in honor of Constitution Day.

Art- Art Club students are donating artwork to *Operation: Support the Homefront* at a benefit on September 22 for the families of the Army Reserve 406<sup>th</sup> Corps Support Battalion and the Indiana National Guard's 1-163<sup>rd</sup> Field Artillery Battalion; Lenny Dowhie's ceramics teapots are featured in *Image Transfer on Clay*, published in 2006 by Lark Press.

English- Neil Connelly will be the first reader for the Fall RopeWalk Readers series on Thursday at 7 pm in Kleymeyer Hall.

Michael A. requested that any items for LA Story be submitted as soon as possible.

Meeting ended at 10:30.