

**Approved Minutes  
Liberal Arts Council Meeting  
February 27, 2007**

**Present:** D. Glassman, M. Aakhus, J. Palladino, R. Mussard, M. Kearns, K. Waters,  
S. Wolfe, T. Hunt, S. Williams (for S. Zehr), W. Rinks, A. Torres and B. Christie.

Meeting began at 8:30 am. There will be no meeting next week – Spring Break.

**I. No minutes available for approval.**

**II. Adjunct Access to Building Keys – Kearns**

Some adjunct faculty members teaching several classes this semester have requested a key to the LA building. The current Liberal Arts policy prohibits providing building keys to adjuncts for prolonged use. The policy was based on security needs and the expense associated with making a large number of keys. Pam has several keys available for check out on a daily basis. Discussion centered on the possibility of granting extended (semester long) key requests to adjuncts on a case-by-case basis. The dean agreed to initiate this practice beginning Fall 2007.

**III. Time/Space for Make-up Exams – Hunt**

There is a serious need for dedicated space for adjuncts to provide make-up exams. Most adjuncts have no office space or additional time on campus for administering make-ups. The history department is considering a plan to schedule make-up exams for all history classes at a designated time and place with appropriate proctors present. The schedule would be made in advance of the beginning of the semester to allow course syllabi to include the make-up schedule. The schedule will be designed to accommodate both MWF and TR schedules. History would be willing to extend the plan to include any LA departments who might want to participate. The plan will be implemented for the history department in the Fall semester.

**IV. Academic Affairs – Budget Requests – Glassman**

The dean distributed handouts of Dr. Bennett's budget priorities. The dean expects to get the finalized budget allocation for the College in June or July. M. Kearns requested an electronic version of the handout of Dr. Bennett's budget priorities.

**V. LARA Process – Glassman**

The issue of having a later deadline for the LARA applications was discussed. The reason for the year separation between awarding the LARA and receiving the reassigned time involves the difficulty for administrative adjustments to be made to the schedule of the following semester. Finding a temporary replacement can be difficult for smaller departments. In a related issue, it was decided that department chairs would not present or discuss LARA proposals in the LAC meeting for their faculty members.

**VI. Academic Affairs**

1. SEARCHES – The provost emphasized that there should be no electronic communication among search committee members, chairs or deans regarding evaluation of candidates. In addition, the provost has asked that no last-minute flights be arranged for candidates, due to added expense. Flights should be booked at least a week in advance.

2. EMERITUS FACULTY– A new change in policy regarding emeritus status is being put into the faculty handbook. Retiring faculty members must be nominated for emeritus status. The department chair or program director will send a nomination to the dean who will make the recommendation to the provost for approval.
3. TECHNOLOGY COMMITTEE – A decision has been made by the administration to reduce the membership of the technology committee. Joan Kempf is the LA representative. The dean recommends that the College of Liberal Arts retain a member on the Technology Committee.

### **AROUND THE TABLE**

Palladino – The advising schedule for June and July is complete. This will be the last year that J. Palladino will be coordinating summer advisors.

Aakhus – The deadline for FRCWA submissions is Monday after spring break.

Williams – Searches in the Department of Sociology have gone very well.

Waters – “Raisin in the Sun” was a wonderful performance and well-received. Visiting artist, Herb Reith, will present on March 14 in Kley Meyer at 7:30 pm.

Wolfe – Former USI student Kirt Page, who received a Fulbright grant to the University of Mainz, Germany, was accepted for post-doctoral studies at the National Research Council. Mr. Page was recently awarded second place in the coveted international Quadrant Award competition. He will be traveling to Zurich to accept his award, which includes 7,000 euros.

Hunt – The Department of History has been interviewing very good candidates for the US History position and will have a recommendation for the dean soon. The presentation by Stanley Madison of Lyles Station was well-attended.

Rinks – W. Durham, Assistant Professor of Communications, has had a solo-author article accepted for publication.

Torres – Tenure and promotion letters have gone out but nothing will be announced until after the Board of Trustees meet on March 1. Department chair annual reports are due 3/30.

Christie – Alternate dates available for Honors Day 2008 are Monday 3/24, Friday 3/28, Saturday 4/5 or Saturday 4/12. Chairs will email their preference.

Meeting was adjourned at 10:30 am.