

**Approved Minutes  
Liberal Arts Council Meeting  
March 13, 2007**

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

Meeting began at 8:30

**I. Minutes**

A motion was made and seconded to approve the minutes from 1/9/07. The minutes were approved as amended. A motion was made and seconded to approve the minutes from 1/16/07. The minutes were approved as amended.

**II. Mental Health Response Form – Wolfe**

Dr. Wolfe has generated a student mental health referral form to be used by the foreign language faculty. The form was circulated to the council members. Discussion centered around the format of the form, how and when it should be used and who should keep copies of the information. S. Wolfe emphasized that it is a referral form, not an assessment report, but that information in it should be kept confidential. She emphasized that the main purpose of the form is to offer a venue for the faculty member to keep a written record as a legal document to protect not only the faculty member, but also the student and the department. It was generally agreed that there should be a university-wide policy in place with specific guidelines.

**III. Change of Grade Form Policy – Glassman**

Change of grade forms must personally be obtained from the registrar's office. Once the form has been completed with the appropriate signatures, the staff in the Liberal Arts dean's office are available to return the form to the registrar. Department chairs may return the forms for adjunct faculty members who are not on campus during regular business hours.

**IV. Honors Day – Glassman**

The dean suggested that a brief comment for each presentation should include the recipient's major or majors and their hometown. Faculty members will meet in UC 209 at 1:30. Guest donors who present awards will be escorted with the recipient to a separate room for taking pictures immediately after the presentation. Dr. Pitzer will present the awards this year.

**V. Bookstore Award Criteria – Glassman**

The Bookstore Award criteria for the past two years have been a minimum grade point average of 3.25 and the student to apply must be a junior with full time standing and will receive the award the following academic year. The LAC agreed to add to the criteria an interview with the top three candidates. In addition, each applicant will now be required to submit an essay titled "Why is a Liberal Arts Education of Value to Me".

## **VI. Developing New Undergraduate and Graduate Programs – Glassman**

According to university policy, new programs can be developed out of the administration, out of the dean's office or out of a department. Communications, English and Psychology are currently considering new graduate programs. Three new majors being considered are Criminal Justice, and Anthropology and a minor in Music. The dean plans to examine the level of university support for graduate programs in Communications and English in the next Academic Planning Council meeting. Discussion followed on policies and procedures for developing and implementing new academic programs. The dean will outline his strategic plan and rational and present it to the council.

## **VII. Academic Affairs – Glassman**

The deans' council has continued to push for campus housing for new faculty, particularly faculty who are on 1-YR nonrenewable contracts. There will be five or six units available this year. The goal is to make ten units available in future years. Anyone who would like to reserve a space for new faculty should email the names of one-year hires to the dean and he will forward the information to the appropriate persons.

In response to the annual budget requests, President Hoops emphasized the importance and benefits of using part-time faculty in certain programs, i.e. Health Professions. He requested that the provost work with the deans to gather information on the use of part-time faculty in each college, determining where and how they are being used within the departments. He also wants to know if there is a good balance of part-time and full-time faculty and where the greatest need for new full-time faculty exists. The provost has requested this information be sent to her in two weeks.

## **VIII. Around the Table**

Wolfe – A new chair for Foreign Languages, Dr. Silvia Rode, has been hired.

Waters – Guest artist, Herb Reith, will present on Wednesday, March 14<sup>th</sup> in Kleymeyer Hall at 7:30 pm.. USI art alumna, Kim Kurdelak, will speak and present her work on Tuesday, March 20 in Kleymeyer Hall at 7:30 pm.

Hunt – Dr. Nancy Quam-Wickham has been asked to serve as an external reviewer of the department's programs. Career Night for people seeking careers in history is scheduled for this Thursday at 7:00 pm. in Kleymeyer Hall.

Meeting ended at 10:50 am.