

Approved Minutes
College of Liberal Arts
Liberal Arts Council
August 24, 2005

Meeting came to order at 9:05 AM at the Old National Bank Building

Attending: David Glassman, Joe Palladino, Dal Herring, Tamara Hunt, Michael Kearns, Leslie Roberts, Katie Waters, Steven Zehr, Charlie Barber on behalf of Paul Raymond, Michael Aakhus, Jo Ann LaMar, and Angela Torres

Dean Glassman welcomed everyone to the Liberal Arts Council retreat. He welcomed Charlie Barber – sitting in for Paul Raymond. Barber will also be the Acting chair in the spring for PHIL/POLS. The Dean welcomed Leslie Roberts – Acting Chair for the Foreign Language Department, and he welcomed back Katie Waters.

Agenda Items:

I Discussion of the Academic Affairs Meeting of 8/23

Dean Glassman asked for feedback from the 8/23 meeting and the chairs shared their insights. As an out come of the comments on peer review Dean Glassman believes that a checklist with comments would be a helpful tool. Dean Glassman asked the Chairs to take time to make lists of areas that they feel need to be evaluated. It was recommended that the chairs include the faculty in setting guidelines for the evaluation process. Herring, Hunt, and Kearns have evaluation checklists they can share with the other chairs.

Dean Glassman discussed the issue of classes ending early and believes that the faculty are contracted to be there for the full time. It was agreed that there are certain situations where classes might not run the full time. The Dean asked that there be a justification for the class to leave early. If a class were to meet in different locations it is important for the chair to know this information.

The Dean was thanked for the golden apple awards with their extra travel money. The award winners should follow normal procedures when filing travel paperwork.

II Resolving the “Green Book” Issue

The Dean incorporated revisions from the Green Book Committee and faculties with the changes in red. For annual reports, Dean Glassman will only receive the Faculty Annual Reporting form. Any additional materials that are requested will be for the Chair’s use only. The tables on page 3-7 will replace the table on pages 8-10 in their entirety. The references in the tables to pages in the old book will be eliminated.

The Dean asked that each Department create requirements for everyone to follow so that all applicants are treated equally. The consensus was to change the wording to “other materials as required by the Department policy.” This will be changed on all the tables referring to other material.

For the Contract Faculty table, we have added the Evaluation Committee to the “Evaluators and Flow of Reporting.”

On page 5 – change “in their 7th Year” to “and probationary faculty approved for tenure.”

On table 2, letter c – Regarding the number of people on the search committee, the Handbook does say a minimum of three members are required. The Greenbook should be changed to “a departmental evaluation committee will have a minimum of three members. One member may be from outside the department.”

On tables 4 and 5 - #5 and #6 in the Evaluators and Flow of Reporting column – The provost does make a decision. The Provost makes a recommendation to the President. Also add to #1 – A department “Tenure and Promotion” evaluation committee...” Dean Glassman does not want untenured faculty on tenure and promotion committees. This includes outside members. It was suggested that for the promotion to full professor, the committee should be at least of Associate Professor ranking. There was a vote, and the majority agreed that the committee membership should be Associate or Full Professor ranking.

Table 5 – add “d” – “In case of promotion to full professor, the committee should be limited to faculty of associate professor or full professor rank.”

Page 10 – at the bottom change last sentence to “Faculty should consult the calendar schedule annually.” The Liberal Arts calendar of dates will be on the O: drive and a hard copy will be distributed.

Page 11 – under Contract Faculty and the Evaluation Process – Delete the first sentence. In the second paragraph, 3rd sentence, replace “at the time of initial appointment” with “at the beginning of each contract cycle.” Under Standards and Criteria – in the first sentence replace “improvement” with “expertise.”

Page 12 – last paragraph, last sentence, add “Evaluation of” in front of “academic plans.”

Page 13 – last sentence in first full paragraph – after “emphasis” add “for a given year.”

Page 18 – change “Intercommunication skill” to Communicative skills.”

Page 20 – 2nd paragraph – change “vita” to “vitae.” In 3rd paragraph, remove sentence “Some examples...” Delete heading “Examples.” In last paragraph, add “The” in front of “following” and remove “of types” in the same sentence.

It was moved and seconded. Dean Glassman asked for discussion before a vote.

Additional changes were discussed:

Page 26 – under “Evaluating Community Service” first paragraph, change “seem relevant to the manner in which” to “pertain to how the.”

There was a motion and second to accept the revisions as discussed. A motion was made, seconded and approved for a Friendly Amendment with three grammar changes.

A motion was made, seconded with majority approval for a 2nd Friendly Amendment to change the wording of the Appendix to “Uses of the Quantitative Student Evaluation Form.”

The changes for the Green Book approved by a vote of the chairs and Dean Glassman plans to send corrected copies of the *Greenbook* out to the entire faculty on e-mail.

III College Issues

1. Temporary Appointments and Titles

Dean Glassman is seeking approval from Dr. Bennett for all contract faculty in the College of Liberal Arts on renewable appointments and who have terminal degrees to be elevated to the rank of Assistant Professor.

2. Class Time Use

It is the policy of the College of Liberal Arts for night classes to be held for the entire period.

3. Department Tenure and Promotion Evaluation Committees

It was agreed that there should be tenured members on a tenure committee, and associate or full professors on the promotion committees.

4. Class Room Guest Lecturers

The Dean will continue the \$200 limit per department for class room guest lecturers. The distribution of funds will be at the Chair’s discretion.

5. Overloads (administrative and large class size)

Dean Glassman would like to discuss this further at a later LAC meeting but he does not understand why there are currently some individuals who have administrative release time and then every semester teach 4 classes so they qualify for an overload. The stipend that is paid for teaching more than 100 students is a College policy, not a University policy. Last fall the College spent \$22,560 on stipend payments, and last spring we spent \$19,845 for a total of \$42,405. Currently we give overload stipends at the time a contract is written. Overloads should not be given until the drop/add period is over.

Dean Glassman is inclined to assign a student assistant to help three hours a week in those classes with 100-150 students. If the class is over 150, then there would be an assistant and a stipend provided. As the University brings in more students there will be additional classes with over 100 students.

There was a request for additional information on the average class sizes overall vs. the sizes of Core Introductory classes. It would also be interesting to know the revenue that is brought in by the additional students in these overload classes.

It was pointed out that as long as we are working to increase class sizes we should examine the possibility of moving from a 4/4 teaching load down to a 3/3 teaching load. If we are going to continue to increase class sizes we should develop a process that would lead to these new teaching loads. It was also apparent that we will need to plan and structure our new buildings to accommodate the larger class sizes. It was suggested that we develop some workshops to assist faculty with strategies for teaching large class.

6. Search Committee Membership

It was moved and seconded that departments have the power to determine the use of external members on faculty searches. The chairs unanimously agreed.

7. Student Advisory Council

The Chairs should choose a major from their department for the LA Student Advisory Council. These names are to be turned in to the Dean. The students will meet the first Wednesday of the month from noon to 1:00 PM. Lunch will be provided to the students. The first Student Advisory Council meeting will be held October 5th.

8. Travel Funding for Faculty

The travel funding is the same as last year - \$400 per faculty member. Travel documents must be submitted even if no money is requested so that the traveler will be covered under the University's insurance. Chairs can recommend travel for adjuncts but cannot allocate money for the travel. The Dean has provided money for a few adjuncts depending on their request.

9. Scheduling Special Events

The Dean would like to try to avoid overlapping major performances or lectures this year. Any special event must be cleared with Angela Torres. She will check the Liberal Arts calendar to make sure there is not a conflicting event. Torres will help with publicizing the events as well as placing the information onto the University Calendar. In order to submit an event, fill out the form on the O: drive in the Liberal Arts Forms folder called "SCHOOL OF LIBERAL ARTS speaker form1" and submit it to Torres.

10. E-Mail

The Dean reminded us that e-mail is not a private medium. The University owns all the e-mail accounts. We are supposed to report to the Chairs any e-mails that make us feel uncomfortable. Items "for sale" can be posted in the Marketplace section of the *University Notes*.

11. Classroom Technology

We will now have to prioritize our needs in updating technology in the classrooms if those needs exceed our waiting period. Currently, the Liberal Arts Building will have all the rooms updated by 2010. The rooms for the first tier of completion include LA 2003, LA 2023, LA 2024, and LA 2032. It costs about \$22,000 to equip a room. If we choose to have a room equipped before the waiting period, the cost will come out of the College's budget.

IV Updates:

1. Liberal Arts Orientation Initiative with Advising Fellows

This initiative was successful and will be continued next year. The Dean recommended more half time fellows which would allow representation for more departments.

2. Department Mission and Vision Statements

Some departments are still working on their Mission and Vision Statements.

3. Department Separation Request (Art, Music and Theatre)

This request has been recommended to Academic Affairs. Dr. Bennett is supportive of the idea, but it has not yet been approved. She would like to hear more on the separation request. Academic Affairs would like the change to coincide with the new University Bulletin. The document may have to be tweaked a bit on some of the language, but Dr. Bennett sees this as a viable proposal. The division would be into 1) Department of Art and 2) Department of Performing Arts.

4. Department Name Change Request (Foreign Languages)

Dr. Bennett is also supportive of this request. Again, Academic Affairs would like the change to coincide with the new University Bulletin. The name would be changed to – Department of Modern and Classical Languages.

5. Arts and Heritage Management Interdisciplinary Major

Dean Glassman would like an update from the Committee. He would like to know the need for the new major relative to the workplace. It was pointed out that based on questions asked in the surveys, the response for the new major has been positive. Dean Glassman would like to know where the major will be housed, how it will be supervised, who will be the director, and what course release will there be for the director.

V Search Process

It was moved and seconded that the departments have the power to determine the use of external members on faculty searches. The chairs unanimously agreed (as per the discussion topic above in item #6).

A handout was distributed on confidentiality issues. It includes items you can and cannot ask of candidates. It also refers to the process for reimbursements.

VI Discussion: What courses should students take in their freshman year?

There was a discussion of a verity of undergraduate classes that would be appropriate for the freshman year. Introduction to Psychology tends to be more difficult for incoming freshman. The department has discussed the possibility of adding a prerequisite of Eng 101 or a minimum number of hours before a student can take the course.

VII Faculty Annual Reporting of Activities

A draft of the proposal was provided. The new form should help eliminate confusion for the faculty. It provides an outline so that all information submitted to the Dean is presented by all faculty in the same way. The Faculty Annual Review (FAR) is for use in re-appointments. The Dean uses the portfolio, which includes the FAR, in order to determine promotions and tenure. The title of the document is to be changed to "Faculty Annual Review" in order to correspond with the *Green Book*. Dean Glassman pointed out that overloads are determined by need of the department, not by faculty request. Dean Glassman asked the Chairs to review the remaining document. It can be modified as time goes on. The plan is to put a version of this document into effect for the spring semester.

The next council meeting will be on Tuesday, September 6, at 8:30 AM in the LA conference room. Meeting was adjourned at 4:05 PM.