

Approved Minutes
College of Liberal Arts
Liberal Arts Council
September 20, 2005

Meeting came to order at 8:33 AM

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

I Approval of the Minutes

It was noted that the minutes from the retreat on August 24th have not yet been approved. A motion was made a seconded to accept the minutes as amended for the September 13.

II CLAFDA committee and 05-06 schedule (Glassman)

The Dean asked that two new committee members be nominated for the CLAFDA committee. Aakhus, Barber, and Kearns are the current committee members. Dr. Palladino nominated Ken Carter and Dr. Hunt suggested Tamara Wandel. Dr. Glassman asked that we keep the nominations open at this time in case the chairs think of other faculty members for the position and to reply by Thursday.

The CLAFDA committee will meet in order to determine who will serve as the new chair. The Dean suggests October 15th as the deadline for fall applications. This will give the new faculty some time to develop a proposal. October 15th is also the deadline for the Liberal Arts Research Awards. The spring deadline for both will be March 1st.

This year's funding is yet to be announced. There was discussion on the consequences for not completing CLAFDA in the time allotted. Currently we allow for unlimited extensions with the submission of a progress report. The Dean feels that the committee can review this issue.

III Late registration of students (Glassman)

There have been some exceptions on late registration based on the requests by faculty. The Dean would like to remain flexible in allowing the course instructor the decision to allow for late registration into their class. The Dean's office will not sign off on any form that does not have the signature of the instructor.

IV Faculty Annual Review document (Glassman)

The Dean advocates that it is not reasonable for the 2nd year faculty to complete the Faculty Annual Review (FAR) form in the fall. This would be the only circumstance where a FAR is not due. The form will be included in the portfolio of the tenure track faculty.

There are a number of areas where we had discussion remaining from last week's meeting.

Page 1 – in the instructions – item 8 – add a separate subheading for tenure seeking and promotion seeking probationary faculty that the FAR is one part of their portfolio.

Section 3 – A – has been changed with the following wording:

“University policy states that the normal teaching load for full-time faculty is 12 credit hours (4 courses) of course work per semester unless they earn assigned time for other professional duties. (Full-time teaching responsibility for graphic design and studio art is 3 courses.)”

The Dean distributed the portion of the University Handbook and the Greenbook that discuss community service. The University Handbook does not require professional expertise as a part of the service. Discussion followed and it was agreed that we would eliminate subsection E and add to D – “Refer to Greenbook for criteria for community service.”

Section 6 – It is important to identify “minimum” departmental expectations.

Section 7 – If a faculty member is not meeting minimum expectations over several years, this documentation would show the problem.

Subsection B for sections 6 and 7 – after “year” add “or in the case of probationary faculty, all work reflected in the portfolio.”

Section 9 – The summary is to be given to the faculty member after the chair signs it, but before the Dean receives the report. The faculty member should have the chance to meet with the committee if constituted and the chair to discuss comments, address any changes, and make a response before the final report goes on to the Dean. The chair should then request an amended report (if necessary) from the evaluation committee to include in the FAR. There will be a guideline, but not a policy that the faculty should have five days to review and respond to the committee’s and chair’s comments.

The Dean will send out the document, and the chairs can release it for the faculty.

V Academic Affairs Update (Glassman)

The Dean distributed the final draft of the Study Abroad Policy and Procedures. The policy will govern both University sponsored study abroad and those faculty taking students for other than class credits.

There are classes being offered on the Homeland Security Preparedness Program. Any faculty interested in teaching classes should contact Ed Jones. They are going to be doing some local training on campus. Part of the program involves protecting cultural heritage. The Dean has a CERT website if anyone is interested.

Academic Affairs is starting a Regional Leadership Program called “Connect with Southern Indiana.” This program is for developing critical thinking skills to address problems in the community. There are nine modules/sessions. Academic Affairs is looking for three to five faculty who have joined USI in the last three years. The Lilly Foundation is picking up the cost for the first 25 people that go through the program. Connect with Southern Indiana will represent eight counties. Ed Jones is developing the group. Meetings will be at different times and of varying length. This is a good opportunity for us to develop new faculty as leaders. There is some information on the USI website under EXTSERV.

VI Around the Table

The Dean announced that Bob McClure is available to speak and is offering his services in exchange for transportation to Evansville. According to Dr. Raymond, Bob McClure has been instrumental in developing Gender Theory. McClure is an Evansville native now at Syracuse that does research on communication during elections. The Dean will send McClure’s vitae to Dr. Raymond and Dr. Herring.

The Art Program announced that the Art Club corn booth for the Fall Festival is being prepared at the Technology Center.

The History Department announced that Dr. Don Pitzer gave two invited lectures on Utopian Societies last week at the University of Illinois, Springfield.

The English Department reminded us that the Thursday night before the Colloquium Dick Davis, a translator of Persian Poetry, will be presenting works

It was announced by Mr. Aakhus that the LA story is coming out just before Christmas and asked us to send him anything happening in spring or summer that we may announce or use in an article. We will have a blurb on all new faculty. Please get started on encouraging the new faculty to have their pictures taken by the campus photographer and provide biographical information.

Dr. Raymond announced the presentation of Clarke Miller, President of the End of Life Choices, on the Right to Die Well. It is sponsored by the Philosophy department and will take place in Carter Hall on Thursday, September 29th at 10:30 AM with a question and answer session following. Additionally, there will be an organizational meeting today at 7:00 PM in UC 214 for the Ethics Bowl Team. The team competes at the state level, and if they win, they advance to the National Competition. Individuals do not have to be a philosophy major to be involved.

Meeting was adjourned at 10:20 AM.