

**Approved Minutes**  
College of Liberal Arts  
Liberal Arts Council  
September 27, 2005

Meeting came to order at 8:35 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**

The minutes from the LAC retreat on August 24<sup>th</sup> will be resent to all the chairs

**II Faculty Annual Report document update (Glassman)**

The FAR has been submitted to Dr. Bennett. She supports our initiative and doesn't think that there will be a problem with our document.

**III Course proliferation (Glassman)**

There have been a number of new course proposals brought to the committee with only a few deletions while the number of faculty remains steady. All departments have some courses on the books that have not been taught for many years. The Dean's objective is for the chairs to go through classes to see when the last time the class was actually offered. There is a section in the University Handbook that refers to classes being dropped if not taught within the last four years. Apparently this does not happen automatically.

**IV New Course Petition: ENG 413 (Kearns)**

There was discussion and a motion was made to consult the registrar. The Dean asked Aakhus to discuss the matter with the registrar's office and the petition was deferred.

**V Use of Student Evaluation of Teaching in evaluations (Glassman)**

The department chair and the Dean can request any material for evaluation. The FAR that is due each year by all faculty members requests that the faculty discusses student evaluation of teaching. Should the raw data of student evaluations be passed forward, and if so, which faculty members (i.e. probationary, contract, all) should be required to do so?

Our Greenbook suggests that administration should not have access to the raw data prior to the time the faculty gets the information, reviews it, validates it, and then comments on it. Asking for the information would not invalidate the Greenbook. The Dean does include the student evaluations with the FAR. He also reviews and keeps an eye on the information.

Dr. Zehr believes that the key issue is that the committee found that the Purdue forms are being used in a certain way. The person who developed the Purdue forms states that we cannot use the raw data to compare the teaching of the faculty. The only way the forms can be used would be to compare the data over time for a particular class. He thinks that if we require raw data, then we are increasing the importance of this information over other information that we are requesting for promotion consideration. The Dean looks at the entire package. He wants to see as much information as possible.

It was moved to evaluate the Greenbook and star items in it that will be required in the portfolio. It was seconded. It was moved to table the discussion in order to reflect on the Greenbook and then bring up the motion next week. All were in favor of tabling the motion.

As a reminder – the Greenbook will go into affect starting the fall of 2006.

**VI Book Ordering**

We have asked our faculty to order their own books on-line instead of having the AAs enter the information. Dr. Raymond asked if there are problems or things the faculty should avoid. Jo Ann LaMar said that we are not requiring the chairs to have the faculty input their own book orders, but that it would be very helpful and less time consuming if the faculty go ahead and order their own books. She also distributed a handout with instructions on how to use the new ordering system. Dr. Zehr was concerned that the new format is not as user friendly as the old system. The Dean asked that we reconvene on this issue as we start ordering books for the spring semester.

**VII Academic Affairs Update (Glassman)**

The University Bookstore did not have an adequate number of books for the classes because they claim that they did not have the space. Apparently they use statistics when ordering books based on the projected level of consumption by the students. There has been a meeting and this should not happen again.

There have been two students that have come to instructors indicating that they will be attending a mandatory retreat for their religion that lasts 1 ½ weeks. If any faculty have students that need time off for a religious retreat, they have to OK it as an excused absence, but the student will be responsible for making up the work. The Dean will send out a web link to a lawsuit referring to this issue.

The Sabbaticals for Scholarship of Engagement and for the Summer Research Fellowship for Junior Faculty are both due to the Provost on November 7<sup>th</sup>. The guidelines will be posted on the website for Academic Affairs. There will be a workshop offered by the Provost on the Scholarship of Engagement. Xiran Hu and Chris Bloom received Junior Faculty Fellowships, and Julia Galbus received a Sabbatical for Engagement last year.

The Leadership Institute is still searching for three to five faculty in their earlier years at the University who would be given the opportunity to be part of the first cohort. The meetings are on Fridays for nine sessions. The information is on the website for Extended Services.

### **VIII Around the Table**

Dr. Raymond announced that Mary Lyn Stoll will talk on the Ethics of Carbon Sequestration and Atmospheric Changes on September 28<sup>th</sup> at 3:00 PM in UC 201. Additionally, on Thursday at 10:30 AM in Carter Hall, Clarke Miller will speak on the Right to Die.

Dr. Herring commented that the 15<sup>th</sup> annual High School Media Day will be on campus on November 18<sup>th</sup>. This is the first time that the event has been held outside of Spring Break.

Dr. Hunt announced the Phi Alpha Theta will hold its first organizational and information meeting September 30<sup>th</sup> in LA 1016 at 3:30 PM. In order to participate, the student must have taken at least 12 hours in History courses with a 3.1 GPA and have an overall 3.0 GPA. The student should contact Jason Hardgrave if they are interested.

The Dean offered congratulations on a successful Ropewalk reading on Thursday night September 22<sup>nd</sup>.

Mr. Aakhus revealed that only eight applications were submitted for RISC University wide. Of these, two were from Liberal Arts. How can we increase participation? There will be another round of applications accepted in the spring.

Waters requested that we stop by the Tech building to view the student exhibits.

Palladino announced that we will be holding the 25<sup>th</sup> Mid America Undergraduate Psychology Research Conference. Students from six states will be attending.

LaMar distributed information on Assessment Day. The names of the faculty that will be proctoring will be due to Torres, and copied to Glassman and Aakhus, by October 14<sup>th</sup>. Jo Ann LaMar will send the chairs the breakdown of how many faculty will be required from each department. She also announced that she will be on vacation for two weeks starting October 3<sup>rd</sup>.

Meeting was adjourned at 10:37 AM.