

Approved Minutes
College of Liberal Arts
Liberal Arts Council
October 4, 2005

Meeting came to order at 8:34 AM

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

The Dean announced that Jo Ann will be on vacation for two weeks.

I Approval of the Minutes of 8/24/05 and 9/20/05 (Glassman)

The Minutes for the August 24, 2005 and the September 20, 2005 meeting were approved as amended.

II Greenbook: Required Teaching Assessment Data for Portfolios (Glassman)

There was a discussion to star items on the Breen Book and it was decided that we would not star anything at this time. The Dean will look at the possibility of a checklist.

III Faculty Annual Review document (Glassman)

The Dean delayed posting this online due to the discussion of whether or not student evaluation data would be required.

IV New Course Petition: ENG 413 (Kearns)

The course was presented and a discussion followed. It was decided that the course petition would be returned to the department for a revised rationale.

V Department Mission and Vision Statements update (Glassman)

Communications, English, and Psychology still need to turn in the Mission and Vision Statements to the Dean. These statements help the Dean in directing our resources.

VI Department T & P Expectation Guidelines update (Glassman)

The Dean is looking for discussion on what type of dossier a person should have when they go up for tenure or promotion. The faculty and Chairs have the best handle on what is expected for tenure and promotion. English and Communications have sent their expectations to the Dean.

VII Course Evaluations (Glassman)

All faculty must administer cafeteria forms. Chairs - please encourage them to do so.

VIII Schedule Changes Announcement (Glassman)

Tracy Sinn contacted the Dean due to the number of changes that are occurring after the deadline. It takes quite a bit of time to make updates after the due date please make all efforts to have the material correct and on time.

IX College Courtesy Announcement (Glassman)

There have been three complaints in the last four weeks from AA's being berated by faculty. The Dean asked the Chairs to remind the faculty that the staff is here to help and to be courteous to them.

X Academic Affairs Update (Glassman)

There were two reports – one from News and Information from the Advancement Group on what they do for the University. The other was from the Faculty Advising Committee. They have finished their report and have some suggestions for Academic Affairs.

XI Around the Table

Dr. Hunt announced that there was a dedication ceremony hosted by the Daughters of the American Revolution (DAR). It was a dedication of a plaque in honor of Captain Henry Vanderburgh, for whom the chapter is named. It took place on Thursday, September 29th at the Civic Center.

Professor Waters announced that *The Birthday Party* by Harold Pinter and directed by Elliot Wasserman opens Wednesday, October 5th at 7 PM. It runs this week and next on Wednesday and Thursday at 7 PM, Friday and Saturday at 8 PM, and next Sunday at 2 PM. The show will be at the Igleheart Theatre off campus.

Dr. Roberts announced that the second French Club meeting would be held on Thursday. She also reminded us that Monday the 10th they will be celebrating Dia de la Hispanidad. The band Santa Barbara will be playing.

Torres reminded the Chairs to send her their list of proctors for Assessment Day.

The Dean asked the Chairs to check in with the Adjuncts and let them know that they are doing a good job.

XII Other Items – CLAFDA Committee

College of Liberal Arts Faculty Awards (CLAFDA) Committee – There are 3 current members (Aakhus, Kearns, and Barber) and 3 candidates (Susan Wolfe, Ken Carter, and Tamara Wandel). We currently have five committee members, and the Dean would like to keep it at five. There was a discussion to raise the number to six members. It was decided that if the number were to change that it would have to come before the CLAFDA Committee. We will need to defer to the policy at this time. The Dean will circulate the names of the three candidates to the chairs for an electronic vote.

Meeting was adjourned at 10:30 AM.