

**Approved Minutes**  
College of Liberal Arts  
Liberal Arts Council  
March 14, 2006

Meeting came to order at 8:33 AM

Attending: David Glassman, Joe Palladino, Tamara Hunt, Michael Kearns, Leslie Roberts, Stephen Zehr, Charles Barber, Wayne Rinks, Michael Aakhus, Jo Ann LaMar, and Angela Torres

Guests: Carmen Stoen, Arlene Fortune, and Maurice Hamington on behalf of Charles Barber

**I Orientation / Advising Presentation (Carmen Stoen)**

Carmen explained changes in the orientation process as we move to Banner. Chairs will no longer need to provide names of advisors to her office, only the number of advisors that will be available during the specified times. It was agreed that Liberal Arts advising will be limited to 30 minutes per student and that advisees will be initially directed to the Administrative Assistants' offices and in turn directed to the correct faculty advisor.

The number of students that will be attending the orientations can be found on the "O" drive in the "Orientation" folder. The file is titled "Fall 06 Orientation Reservations." The April invites are scheduled for April 21 and April 25. All advisors will be using a new student advising form. A copy of the form was distributed to chairs. The form is in duplicate with the white copy going to the student and the yellow copy retained and placed in the student's file.

**II Approval of the Minutes (Glassman)**

No minutes were available to approve.

**III The Banner Question (Glassman)**

The university is moving to a system in which all students will register themselves through MyUSI. If a faculty member feels it necessary to assist a student in the registration process, he/she can do so by having the student logon to the student's MyUSI account in the faculty member's office and continue in completing the process. If a faculty member assists in registering a student in their office, the student should be told to change their password after the advising session to protect the confidentiality of their account

If students do not remember their MyUSI password, it can be given to them over the phone by the Computer Center. The Computer Center will be open until 10 PM during advising. The Registrar's office will remain available to assist students with registering as it has done in the past. New on-line tutorials, information cards, and other materials are being developed to assist students in the transition to on-line registration.

**IV Faculty without Graduate degrees (Glassman)**

The Dean requested a list of all faculty that are teaching in the College without a graduate degree. The current policy of the institution is that all instructors will hold a graduate degree in a relevant academic area to that which they are teaching. Adequate justification as determined by the dean and VPAA is necessary for any exception to be approved to the graduate degree requirement. A justification should include, but not be limited to, a complete evaluation by the department evaluation committee and chair of educational background, peer evaluations,

assessment of syllabi and classroom instructional materials, student evaluations and reporting of external professional experience. For current faculty teaching in the College without an advanced degree, a justification packet should be submitted to the dean by April 15.

## **V Academic Affairs Update (Glassman)**

- A. The Academic Affairs Council is concerned that the transition for students to on-line registration occurs smoothly.
- B. The change to adding minus grades was discussed. Dr. Bennett would like more faculty and student input on the issue and requests that all chairs consider the implications to their programs, if any, which would occur from the change.
- C. The Liberal Arts Honors Day is Sunday, March 19 at 2 PM. Faculty are strongly encouraged to attend.
- D. There will be two campus conversations to examine the issue of campus culture and standards at USI. All faculty are encourage to attend and participate at the conversations. The conversations are scheduled for 3:00 on March 22 and 23.

## **VI Around the Table**

Dean Glassman announced that five LARA proposals have been received for this semester. They will be evaluated by the Chairs (unless a Chair has submitted a proposal, in which case a senior faculty representative from the department will serve as an evaluator). The dean will award up to four LARA awards. The spring CLAFDA grant proposals have been turned in to the dean who will transfer them to the CLAFDA Committee for evaluation.

**Philosophy, Political Science and Public Administration:** The next Chair candidate will be on-campus Wednesday, March 15. There will be an informal meeting of the chairs to meet the candidate from 1:30-2:30 PM in the conference room.

Dr. Hamington announced that the Distinguished Scholar Lecture will be held this Thursday and Friday. Dr. Nancy Tuana is an author/editor of 8 books and a leader in feminist Philosophy. Thursday's lecture is scheduled for 7 PM in Carter Hall. Friday's lecture is scheduled at 10 AM in Couch-Renner Lecture Hall located in the Education building.

**Sociology:** Dr. Zehr announced that Joseph Renow, a sociology student, won a RISC Award. He also announced that the search for two new sociology faculty is continuing.

**English:** Dr. Kearns announced that the Director of Composition search has been cancelled.

**History:** Dr. Hunt announced that they are working to bring in another Latin American candidate for their open position.

**Art, Music and Theatre:** Prof. Aakhus announced that Art has completed a successful search for the woodworking position in the art program.

**Foreign Languages:** Dr. Roberts announced that the Foreign Language Chair search was unsuccessful and has been closed for this year. She also announced that the department is preparing for their annual Academic Language Bowl for area high school students.

**Psychology:** Dr. Palladino reminded Chairs that summer advising is coming up and that they are required to attend each session.

Meeting was adjourned at 10:20 AM.