

Approved Minutes
College of Liberal Arts
Liberal Arts Council
March 28, 2006

Meeting came to order at 8:33 AM

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

I Approval of the Minutes (Glassman)

Minutes for 2/28/06 and 3/14/06 were reviewed. Both were accepted as amended.

II Distance Education 5-YR Plan (Glassman)

All of the colleges have a 5-year plan and are working to update them. The chairs need to provide the Dean with an updated list of distance education courses offered by their department. The Dean also asked chairs to articulate their department's plan for the next 5 years for the delivery of distance education courses. Department plans are due to the dean by May 1.

III Merit Salary Increases (Glassman)

Faculty raises at USI are based solely on merit. A funding pool of 3 ½% of faculty dollars has been identified for the 06-07 academic year. Departments will be allocated 3% for salary merit recommendations and ½% is being retained by Academic Affairs for equity and supplement salary adjustments. Staff will receive a 2 ¼% across the board increase. An additional 1¼% will be available for staff merit. The Dean will send out an E-mail to all faculty informing them of the merit pool and remind them that salary increases for are tied solely to merit. The chairs are interested in how Academic Affairs defines equity.

The Dean asked Chairs to prepare salary recommendations in their units. Written justification must accompany any salary recommendation that is less than a 1% increase or exceeds 5.5%. The Dean will meet with each Chair on Monday for 10-15 minutes to go over their salary recommendations and requests for equity adjustments. The Dean will distribute the department salary spreadsheets as soon as they become available. The deadline for returning the completed spreadsheets is next Tuesday.

IV Chair Evaluations (Glassman)

The Chair evaluation process will begin this week with faculty evaluation forms being distributed to all full-time faculty throughout the College. The evaluations are due no later than Friday, March 31 and are to be given directly to Jo Ann LaMar.

The Dean requested that Chairs complete the Liberal Arts Chair Management Form and FAR by 4:30 PM on Friday, March 31.

V LARA Awards (Glassman)

The recipients of the LARA for spring 2007 are:

Dr. Chris Bloom
Dr. Maurice Hamington
Dr. Tamara Hunt
Dr. Elizabeth Passmore

VI Academic Affairs Update (Glassman)

The Academic Planning Committee met. There are several liberal arts programs currently on the plan including a bachelors degree in Arts and Heritage for 2007-2009, a bachelor degree in Criminal Justice for 2009-2011, and a bachelors degree in Anthropology for 2011-2013. A graduate program proposal in Communications has been moved back to 2009-2011. The Dean requested further information on the Communal Studies graduate program that has been retained on the Academic Plan for several years with limited progress.

VII Around the Table

Around the table was omitted in order to wish Jo Ann a happy retirement.

Meeting was adjourned at 10:15 AM.