

**Approved Minutes**  
College of Liberal Arts  
Liberal Arts Council  
May 2, 2006

Meeting came to order at 8:35 AM

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

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

The minutes for 3/28/06 and 4/4/06 were reviewed and accepted as amended.

**II New Course Proposals (Kearns)**

Dr. Kearns presented proposals for adding ENG 414 – Intercultural Technical Writing and ENG 421 – Studies in Medieval Literature. The proposals were reviewed separately. The council approved to accept ENG 421 provided a change be made that will allow the course to be repeatable. Dr. Kearns indicated he would take the LAC recommendation back to the department for review. ENG 414 was approved as amended.

**III CLAFDA Representatives (Glassman)**

Members of the CLAFDA committee serve for two years. Currently, there are vacancies for three new members to join Drs. Tamara Wandel and Suzi Wolfe. Committee members are generally selected from the pool of former CLAFDA recipients. The Dean will work to create a balance in committee representation from the humanities, social sciences, and fine arts.

**IV Liberal Arts Summer Enrollments (Glassman)**

Dr. Bennett has requested that all Chairs review the summer 1, 2, and 3 enrollments in their departments. Summer classes are required to meet the 10 student minimum.

**V Summer Orientations and Advising Update (Palladino)**

Chairs are responsible for being on campus during the summer for all orientation days. Chair responsibilities include completing overrides, removing holds, and advising transfer students.

There are 10 Full Advising Fellows that will assist the College over the summer. Advising will take place on Fridays and Saturdays (5/19-5/20; 6/23-6/24; and 7/7-7/8).

**VI End of the Year Odds and Ends (Glassman)**

*a) Department Distance Education Plans*

Distance Education Plans for departments are due. The Dean has received plans from four of the eight departments at this time.

*b) Department Faculty Qualification Policies*

Faculty Qualification Policies for departments are due. Departments who have not completed drafting their policies must do so immediately. The Dean will collate the policies and forward them to the Provost as requested.

**c) Department Mission and Vision Statements**

Each Chair has turned in a Mission and Vision statement for her or his department; however, some indicated that the statement was a draft. Please send the final version of your department's Mission and Vision statements electronically to the Dean.

**d) Department Guidelines for Tenure and Promotion**

The Dean requested that Chairs keep the dialogue going on developing guidelines for tenure and promotion at the department level. Two departments have completed drafting their guidelines and have submitted them to the Dean.

**e) Other Items**

The new student research journal, *Amalgam*, has been printed and will be distributed to faculty. The journal can also be found on-line. The Dean would like the Chairs to actively encourage students to consider submitting research papers for publication. Next year, the *Amalgam* will be printed and given out to students, family, and friends at Honors Day.

Dr. Paul Raymond has returned from his sabbatical and resumed his position as Chair of the Department of Philosophy, Political Science, and Public Administration for the summer. During the 2006-2007 academic year, Dr. Charles Barber will serve as acting chair of the department in the fall, and Dr. Richard Mussard will serve as acting chair in the spring. Dr. Raymond will serve as Director of the MPA program.

The College has been instructed that all contract faculty are to be brought in at the Instructor level. There was much discussion among the Chairs about the assignment of ranks/titles and the positive recognition that certain titles afford our contract faculty who have completed their terminal degrees. The term "Contract Assistant Professor" was suggested. The Dean will bring up the issue at Academic Affairs Council.

## **VII Around the Table**

The Dean thanked the Chairs for doing an outstanding job.

Dr. Rinks announced that Prof. Jeffers' advertising students won 4<sup>th</sup> place in the Midwest Region student competition held in Detroit.

Dr. Barber thanked the Dean for his leadership and hard work. He announced that Dr. Mary Morris received a FRCWA for wetland research and won the faculty member of the year award at the student awards banquet. Dr. Barber also announced that Dr. Maurice Hamington has been chosen as a senator for the Faculty Senate.

Dr. Hunt announced that the Indiana Classical Conference, an association of Indiana college/university Classical Studies professors and high school Latin teachers, named Dr. Michael Dixon co-recipient of the 2005-2006 post-secondary teacher of the year award. In addition, Dr. Hunt announced that Dr. Dixon was elected to the Graduate Studies Council.

Prof. Waters announced that Mr. Mark Magan and Ms. Virginia Poston won the 3<sup>rd</sup> annual Brats & Bocce tournament held by the Art Department. She invited the Chairs to walk through the technology building and view the display of student drawings along the hallway.

Dr. Kearns announced that poet Allison Joseph from SIU was on campus last Thursday as the final reader for this year's Ropewalk series.

Dr. Roberts extended congratulations to Dan Craig for his musical concert of April 30<sup>th</sup>. She also announced that the Foreign Language department sent out evaluation questionnaires to area high schools who participated in this year's language bowl. The evaluations provided positive feedback.

Prof. M. Aakhus will announce the award winners of the CLAFDA grants today.

Meeting was adjourned at 10:25 AM.