

**Approved Minutes**  
College of Liberal Arts  
Liberal Arts Council  
July 25, 2006

Meeting came to order at 8:30 am.

**Attending:** Dean Glassman, Michael Aakhus, Joe Palladino, Carol MacKay, Michael Dixon, Michael Kearns, Paul Raymond, Katie Waters, Stephen Zehr, Wayne Rinks and Bobbie Christie.

**Announcement (Glassman)**

The architects and engineers are meeting with school deans from Business, Engineering and Liberal Arts to discuss plans for the new Business and General Classroom Building. At this time, the College of Liberal Arts has been assigned 25 offices in the new building to be used as needed. Department chairs were asked to talk with faculty members about the best use of this new space becoming available in 2010. Construction of the new facility is scheduled to begin in 2008.

**I. Approval of Minutes**

No minutes available for approval at this time.

**II. Library Classrooms (Glassman)**

The new Rice Library grand opening was Sunday, July 23<sup>rd</sup>. Sixteen classrooms are located on the lower level, including 2 rooms with a 100-person capacity. Four rooms have been reserved for the College of Liberal Arts for the fall 2006 semester. Two rooms have a 40-44 student capacity and two have a 26 student capacity. All rooms are well-equipped with instructional technology. One of the four rooms will become a first call classroom for anthropology courses. The room replaces the anthropology classroom in the Security Building and will be equipped with storage units for anthropology artifacts and other class materials.

**III. Amalgam and Aerie (Glassman)**

Dr. Glassman announced a suggestion that the *Amalgam* and *Aerie* publications be available to guests at the Honors Day convocation. *Amalgram* is the LA student research journal and the *Aerie* is the corresponding LA literary/creative arts journal. The time schedule for compiling and publishing both journals would have to be changed to make them available at Honors Day. *Amalgam* has an electronic version accessible from the LA website. The dean would like *Aerie* to also provide an electronic version.

**IV. Honors Program (Glassman)**

Participation in the Honors Program by students with Liberal Arts majors is down 25% from three years ago. The dean directed the chairs to speak with their faculty to encourage students who have a GPA of 3.5 or higher to enter the Honors Program. The dean will mention this initiative in his LA fall address and the dean's office will send

letters to all LA majors with a GPA of 3.5 or higher, inviting them to participate in the Honors program at the end of the fall semester.

**V. Course Repeat Policy (Glassman)**

The course repeat policy has been revised. The grade received for the most recent time a class has been taken is the final grade. This is not retroactive. A student may take the same class as many times as she or he wants; however any class taken more than twice will now be flagged in Banner and an advisor hold will be placed on that class. The hold can be removed after the student sees an advisor.

**VI. Welcome Week Schedule (Glassman)**

Day	Event	Time	Place
Mon Aug 21	USI Faculty Mtg	8 am-2:30 pm	Carter Hall
	LA Fac/Staff Mtg	3 – 4:30 pm	Kleymeyer
Tues Aug 22	Deans/Chairs Acad Aff Retreat	8 am-3 pm	New Harmony
	LA Adj Fac Mtg	6 – 8 pm	Kleymeyer
Wed Aug 23	LA Council Mtg	8 am -4:30 pm	Old Nat Bank
Thurs Aug 24	New Std Reg Fall	Till 6 pm	LAC
Fri Aug 25	Open Reg Fall	Till 6 pm	LAC

Dean Glassman invited department chairs to attend the LA adjunct faculty meeting on Tuesday evening and asked them to make more contact with part-time faculty during the academic year.

**VII. Connect with Southern Indiana (Glassman)**

This leadership program, funded by the Lilly Foundation, is a cooperative effort with the local community and surrounding counties. The organization is looking for USI faculty who have been in the community for several years to participate in the program. They meet several times during the year in different locations. More information is available on the USI website under Extended Services.

**VIII. Travel Guidelines (Glassman)**

New travel policy: All USI administrators, faculty and staff are required to submit receipts for reimbursement within 60 days of travel. Some reminders from the Travel Office for deans, chairs and faculty:

- There is no reimbursement for non-USI related expenses.
- Any unused amount of funding from Academic Affairs is not rolled over for your future use.
- The Office of Academic Affairs generally provides \$300 for travel in the US and \$500 for travel out of country. Faculty can request funding for more than one trip with a maximum allocation of \$800 per fiscal year, depending on availability of funding. (This is an important incentive to include when recruiting new faculty.)

**OTHER IMPORTANT DATES COMING UP:**

August 18	New Faculty Orientation Session I	9 am – 1 pm
August 22	New Faculty Orientation Session II	9 am – 1pm
August 25	New Faculty Orientation Session III	9 am – 1 pm
	Convocation for Fall 2006 at the PAC	9:30 – 11:30 am
	College Meeting for Students	10:30 – 11:30 am
	First Class	11:30 – 12:30
	Welcome Lunch for Faculty and Students at the UC	12:30 – 1:30

**ANNOUNCEMENTS:**

The Evansville African-American Museum is looking for a student intern to work with artifacts. The dean will have contact information later today for those interested.

Department chairs need to finalize class schedules for spring and summer 2007 and give them to the administrative assistants as soon as possible.