

School of Liberal Arts
Liberal Arts Council Minutes
September 7, 2004

Meeting came to order at 8:30 a.m.

Attending: David Glassman, Tom Wilhelmus, Joe Palladino, Dal Herring, Tamara Hunt, Michael Kearns, Carol MacKay, Katie Waters, Steven Zehr, Paul Raymond, and Jo Ann La Mar.

Absent:

Dean Glassman welcomed everyone to our first Chair Council meeting.

Announcements:

1. Fall 2004 enrollment was 10,050, an increase of 1.5%.
2. Minutes of department meetings need not be sent to the dean.
3. For departments sponsoring special events, Special Event forms are located on the "O-drive" and need to be completed and turned into Jo Ann.
4. Chairs are to provide Dean Glassman a list of faculty (contract and tenure-eligible) who are in their first three years of service.
5. Chairs are to provide a student representative from each department to serve on the Liberal Arts Student Advisory Council that will meet at noon on the 1st Wednesday of each month in the dean's conference room.

Agenda Items:

I Fall Enrollment Situation:

1. Chairs should acknowledge their faculty's helpful assistance with enrollment management that occurred this fall.
2. Chairs are requested to track their class sections more closely for enrollment figures in future semesters.
3. Dr. Bennett wants to insure the qualifications of adjuncts. Each department will need to determine their minimum qualifications for instructors in their programs. A copy of the list of qualifications should be submitted to Dean Glassman.
4. Expansion of the writing across the USI curriculum initiative was discussed.
5. Dr. Kearns sought compensation for a faculty member teaching a combined total of an additional 10 or 11 students in their 4 freshman comp and humanities classes. Dean Glassman indicated he would review the case and respond to Dr. Kearns.
6. Dean Glassman requested all chairs to meet with their faculty by October 15 to discuss the guidelines that each department has toward contributing to the Humanities curriculum. Summary descriptions should be submitted to the Associate Dean by Nov. 1.

II Governance Task Force Update:

Dr. Wilhelmus passed out an interim report from the Governance Task Force created by Dr. Crawford in 2002. The committee consisted of Charles Barber, Hilary Braysmith, Robert Carroll, Betty Hart, David Jaquess, Marjorie Jones, and Don Pitzer. The charge to the committee was to research other institutions of USI's size to assess their internal structure for school governance and to recommend changes for Liberal Arts.

Discussion was held concerning the proposals drafted by the Governance Task Force. No motion was forwarded to adopt the Governance Task Force recommendations. Dr. Kearns moved to table discussion of the Task Force recommendations until Dean Glassman had time to evaluate his need for such a structure. The motion was seconded by Prof. Waters and passed.

III Emergency Management Education Project:

Dr. Ed Jones seeks faculty with an interest in Emergency Management Education for group discussions and developing courses at USI in various areas related to emergency management and homeland security. Any faculty interested in this project should contact Dr. Jones.

IV Registration Responsibilities for Chairs:

Dr. Bennett has requested that deans remind all chairs in their schools that they are responsible for being available during all sessions of registration throughout the year. Dean Glassman was charged with contacting Dr. Bennett for further clarification of what was being required.

V 5-Year Staffing Plan:

Dr. Wilhelmus explained the 5-Year Staffing Plan was a single document prepared 2 ½ years ago for then Dean Crawford. According to Dr. Wilhelmus, the document is out-of-date and does not accurately reflect the current needs for staffing positions in the SLA.

A motion to abolish the old 5 year staffing plan was made by Dr. Wilhelmus and seconded by Dr. Herring. Discussion discovered that most chairs were unaware of the status of the document. Dr. Zehr moved to table until the next scheduled LAC meeting and was seconded by Paul Raymond. Motion carried.

VI Green Book Update:

Dean Glassman requested that Dr. Zehr provide an update of where we are on the Green Book revision for the next scheduled LAC meeting.

VII Academic Affairs Update:

Dean Glassman announced that he would set aside a few minutes at each LAC meeting to outline the discussions taking place at the Academic Affairs Council meetings.

VIII Reminder's List:

Dean Glassman announced that a reminder's list will be sent out to chairs on a semi-weekly schedule that will contain important school and university dates and deadlines. The Associate dean will be responsible for processing the reminder's list.

IX Around the Table:

At the close of each LAC meeting, chairs will have the opportunity to make announcements of activities sponsored by their departments.

There will be a council meeting next Tuesday, September 14, at 8:30 a.m. in the conference room. Meeting was adjourned at 10:30 a.m.