

Approved Minutes

School of Liberal Arts Liberal Arts Council Meeting 9/14/2004

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

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

Minutes: Joe Palladino moved and Carol MacKay seconded to approve the minutes of 9/7/2004 as amended. Motion carried.

Announcements:

1. April Vasher-Dean has a new baby boy.
2. Faculty Art Show is currently on exhibit at the Evansville Museum.
3. USI art student from Venezuela, Raul Illarramendi, will have an art show opening at the 302 Gallery in Newburgh September 17, 2004.
4. John McNaughton's sculpture is in the new City Library.
5. The Parthenon symposium will be held next week, September 24, in Carter Hall from 9:00 a.m. until 4:00 p.m.
6. The Liberal Arts Student Advisory Council will be comprised of one student from each department who will commit to serving for an entire semester, but no more than a one year term.

Agenda Items:

I Green Book Update:

1. Committee has not met this semester. The draft from last year is ready to distribute to faculty with revisions relating to concerns about scholarship criteria.
2. Each department has been charged with developing its own set of criteria for tenure and promotion. The criteria must not conflict with University and Liberal Arts (Green Book) guidelines and must be approved by the dean prior to its use in department personnel decisions.
3. A full Liberal Arts faculty meeting will be scheduled for a Friday afternoon in mid-to-late October to discuss Green Book concerns.
4. A final draft of the Green Book guidelines and criteria definitions should be submitted from the Green Book revision committee to the LAC by February 1, 2005.

5. Adoption, or request for further revision, of the Green Book will be determined by LAC vote.

6. It was suggested that the LAC invite Dr. Bennett and a representative from the University Promotion Committee to a LAC meeting for discussion of Tenure and Promotion criteria and the evaluative process.

II LA Faculty Search Forms and Search Committee Composition

1. Dr. Glassman presented two new documents to be used for faculty searches. They are completed with all information and turned into the Dean with the ad for hire before the requisition will go to Dr. Bennett for approval.

2. Dr. Glassman indicated that it is preferable for department chairs to not serve on faculty search committees, although this is not always possible. When a department chair does not serve on the search committee, he/she can act as an *ex-officio* to the committee. All search committees should have a minimum of two members from the department and one faculty member from another discipline, although larger committee membership may be warranted.

III Motion on Voice and Diction Petition

Dr. Herring moved that the Voice and Diction class be removed from Communications to Art, Music and Theatre. Dr. Hunt seconded. Motion carried.

IV Five Year Staffing Plan

The five year staffing plan was sent out to all chairs. Dr. Glassman wants all to look at the document and return next week to discuss and make a decision.

V Faculty Absence from Class

The policy for faculty absences is in the University handbook and on the "O" drive. Make sure all faculty are aware of their responsibilities when they will be on a planned or emergency absence from their classes.

VI SLAFDA and Faculty Senate alternate positions

Michael Aakhus has agreed to serve on the SLAFDA committee. Two additional members are needed. A list of previous recipients will be collected and reviewed by the LAC for possible nomination. The faculty senate alternate for Leigh Ann Howard is Joan Kempf.

VII Academic Affairs Update (Faculty Senate Issues)

1. How mission information will be shared.
2. Should we require health insurance for all students?
3. Progress on Beta Project (Student evaluation of Teaching)

4. Restructuring of Summer Sections
5. Summer Advising Requirements
6. Same sex partner benefits
7. Increase professor award dollars
8. Role of Faculty Senate in new program planning

VIII Registration Responsibilities for Chairs *Update*

1. Per Dr. Bennett, chairs are to be available at all times students are registering on campus. Dr. Bennett interprets the Faculty Handbook as indicating that Chairs are responsible for this duty.
2. Dr. Hunt suggested that chairs should be consulted by the Admissions Office in developing orientation schedules.

IX Around the Table

1. *LA Story* is looking for articles for the next publication.
2. The policy for overload credit being given for classes over 100 students was mentioned as possibly needing review. Dr. Glassman said he would try to identify the history of the policy and any written record.
3. Dr. Hunt expressed concern over Admissions insisting that a History instructor add extra students into his fall classes. Dr. Glassman requested more information about this situation.