

APPROVED COPY

Liberal Arts Council  
Minutes

September 21, 2004

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

Minutes from last meeting were discussed and corrections were made. Dal Herring moved to accept the minutes as amended and Katie Waters seconded. Motion carried.

- I. Dr. Glassman passed out policy that is on the "O" drive regarding faculty absences.
- II. Update by Dr. Glassman on the new LA Faculty Search Forms. They included instructions for policies, forms and letters that must be in place before hiring new faculty positions.
  1. Katie Waters asked for discussion on whether or not untenured faculty from outside departments should be asked to serve on search committees. Discussion followed and it was decided that untenured faculty, both internal and external, are extremely valued members of search committees and should continue to be able to serve.

Dr. Glassman reminded chairs that they are responsible for monitoring the service activities of their untenured faculty and protect them from excessive service duties.

2. Dr. Glassman noted an inconsistency in the process for collecting candidate applications during faculty searches. It was agreed that in future searches, candidates will be asked to submit their materials to the chair of the search committee. In turn, the search committee chair will transfer the materials to their AA for creating applicant files and processing return letters.
- III Summer Schedules and Independent Study Classes
  1. Dr. Wilhelmus asked that the summer schedule for independent study classes be limited to one section per department and listed with the name of the department chair or director. As the need arises, additional sections may be added with the name of the appropriate instructor of record.
  2. Dr. Glassman clarified that the minimum enrollment for lower and upper division class sections is 10 students. The dean has some flexibility in allowing under-enrolled sections of upper division and graduate classes, although justification for allowing under-enrolled sections is the responsibility of the department chair.
  3. Dr. Bennett has asked that classes be monitored very closely during the registration process. Classes exhibiting very low enrollments, with unlikely chance of reaching the minimum number of 10 students, should be cancelled as early as possible, rather than in the week before the semester begins.

#### IV SLAFDA nominations

1. Michael Aakhus and Michael Kearns have volunteered to serve on the SLAFDA committee. Nominations for the final member were Charles Barber, Suzi Wolfe, Charles Petranek, and Robert West. Dr. Glassman will ask the nominees if they would be willing to serve. Service to the SLAFDA committee is a two-year term.
2. There was discussion of eligibility for applying for SLAFDA awards, particularly the question of contract faculty. Dr. Glassman indicated that this was a decision of the SLAFDA committee, with possible input from the liberal arts faculty, and not the responsibility of the dean or LAC.

#### Announcements:

The communications department will sponsor the Community of Scholars on October 21, 2004, at 7:00 pm in ED 1101. The speaker is Judith Davis Hoover. The title of her presentation is, Groupthink: Decision Making in the Bush Whitehouse

The English department will sponsor the first Ropewalk Readers Series of the semester on Thursday September 23, at 7:00 pm in Kleymeyer Hall. Prof. Nicole Reid will be reading from her book.

The Parthenon Colloquium will be held Friday in Carter Hall between 9:00 am .and 4:00 pm.

The history department is working on the Distinguished Scholar Lecture for sometime in April. More news of the event will be announced soon.

The foreign language department will be sponsoring a Columbus Day celebration on October 11, complete with a Mariachi band from Indianapolis.

Meeting was adjourned at 10:26 am.