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Liberal Arts
Chair Council Meeting
September 28, 2004

Attending: David Glassman, Tom Wilhelmus, Joe Palladino, Tamara Hunt, Carol Mackay, Katie Waters, Michael Kearns, Dal Herring, Paul Raymond, Steve Zehr, Jo Ann La Mar. Guest: Linda Bennett

I **Chair Contracts:** Dr. Bennett indicated her initiative to convert all chairs to 10 month contracts over the next few years. The basis of the conversion is to increase Chair's summer pay and benefits while formalizing chair contracts relevant to summer responsibilities including being on campus for all registration days and closely monitoring class enrollments among other activities of department planning and chair development. Dr. Bennett stressed that chairs need to provide strong departmental leadership.

II **Accessing Student Transcripts and New Distance Education Codes:** Academic Affairs has requested that students or their advisors of all schools use MY USI to print out unofficial transcripts before advising sessions during pre-registration. Instructions for accessing unofficial transcripts using MY USI were provided to chairs.

The revised codes for Distance Education classes were provided to chairs.

III **Clep Testing in Humanities:** A student request came to the Liberal Arts office for substituting a passing Clep Test score for the Humanities core requirement. The student request was denied by Drs. Wilhelmus and Glassman. It was decided that the Clep test in Humanities should be reviewed by the LAC and Humanities director for determining the appropriateness for a substitution policy.

IV **5-Year Staffing Plan:** Dr. Kearns motioned to remove the approved table on the 5-year staffing plan. Dr. Palladino seconded and the motion carried. The original motion to abolish the plan was rescinded by Dr. Wilhelmus with Dr. Herring rescinding his second. The plan will be reviewed as needed.

V **Academic Affairs Update:**

1. Revisions to the academic program review include differing procedures between programs that are accredited by external organizations and non-accredited programs; non-accredited programs will have an external review component added to their review process, and all reviews will end with feedback from academic affairs. Academic Program Reviews will begin again in 2005-06.
2. Faculty applicants are sought for the Writing Intensive initiative, including a summer course development seminar. Faculty participants in the summer seminar receive a \$2000 stipend. Any faculty interested in the WI can contact Dr. Kearns for more information.
3. A university-wide task force on recruitment and retention is being formed by Dr. Bennett.

4. Gonfalons have been approved for use at graduation ceremonies. The suggested design was described to chairs. The LAC will need to decide on its color scheme soon.

VII Around the Table:

1. The Communications accreditation celebration will be held on 10/26 at 4:30 p.m. in the lower level and Kleymeyer Lecture Hall of the Liberal Arts Center.
2. The Berger Lecture is scheduled for 11/8 in Carter Hall at 7:30 p.m. The featured speaker, Robert Corn-Revere, will discuss, "Dispatches from the Culture Wars: From Lenny Bruce to Janet Jackson."
3. Prof. Waters will receive the Artist of the Year Award at the Centre on 10/7.
4. Prof. M. Aakhus will have an opening of his art at the New Harmony Gallery starting 10/9.
5. The Society for Arts and Humanities will sponsor a lecture on 10/28 in Kleymeyer Lecture Hall at 7:30 p.m. The speaker will be Timothy McNiven, who will discuss the topic, "Significant Others in Greek Art."
6. Visiting Artist Mr. Phil Tennett will be on campus for a two-day workshop with art students on 10/24 and 10/25.
7. The Department of Foreign Languages will celebrate Columbus Day (10/11) by featuring a Mariachi Band at USI from Indianapolis.
8. USI theatre's production of the Laramie Project will open on 10/6 in the Mallette Theatre.

Next meeting will be October 5, 2004.

Meeting adjourned at 10:25 a.m.