

## **APPROVED**

### **Liberal Arts Council Meeting Minutes October 12, 2004**

**Present: Dean Glassman, Dal Herring, Tamara Hunt, Michael Kearns, Carol MacKay, Joe Palladino, Katie Waters, Tom Wilhelmus, Stephen Zehr, and Bobbie Christi.**

Minutes from the last meeting were reviewed and amendments proposed. The motion to accept the amended minutes was seconded and carried.

- I. Dr. Glassman reported on a new change of grade procedure proposed by Academic Affairs. The new procedure would require an instructor to go to the registrar's office and personally change the grade. This new policy was presented in response to a recent successful grade-change forgery in SLA. The forgery was discovered by the instructor who checked the final grade roster for his class. Dr. Glassman has suggested to Academic Affairs that making the forms available only through his office would be a reasonable alternative.
- II. Dr. Glassman expressed his concern over the number of requests for funding of guest speakers for liberal arts classes. He stressed the fact that there is insufficient funding in the school budget to pay for guest lecturer speaking for a single class, but suggested there are other sources of funding for such events if planned well in advance.
- III. Dr. Glassman asked for information about Assessment Day proctoring. Those present explained the process and confirmed that proctors required for each department would be available.
- IV. The Green Book
  - A. Dr. Zehr reported that the handbook revision committee has scheduled a forum for Thursday, November 4, at 3 pm in Kleymeyer Hall. The date and time were chosen to allow the largest number of committee members as possible to be present to receive comments and suggestions and to answer questions. [The date was later changed to Tuesday, November 9, at 3:30 pm in Kleymeyer Hall—see below]
  - B. Dr. Glassman noted that although all faculty will have input for the revisions, the department chairs will carry the primary responsibility for their departments in approving the document. Discussion followed in which Dr. Glassman encouraged chairs to review the green book with their faculty in department meetings and bring their comments back to the LAC. It was noted that the controversial issues still in question by some faculty included the “scholarship of engagement” and “community

service” terminology and how contract and tenured faculty will be affected by the new handbook guidelines.

- C. Prof. Waters suggested that the forum be moved to Assessment Day, Tuesday, November 19 at 3:30, so all faculty members could attend. Dr. Zehr agreed, if a large room is available.
- D. Dr. Palladino asked if the green book would be reviewed by university legal counsel and suggested it may be a good idea. Dr. Glassman agreed the action may be warranted and will look into it.

#### V. Program and Course Modifications

- A. Dr. Kearns has sent a summary to LAC members of course and program proposals requested for review and approval by the LAC. A second packet of proposals from the English department will be ready for LAC review in about three weeks.
- B. The discussion that followed raised questions regarding the number of hours required (not including core classes) to complete a major in the various liberal arts disciplines. The LAC agreed that this would be an interesting topic to discuss in a future meeting.

#### VI. Academic Affairs Update

- A. Dr. Glassman reported that AA is working to eliminate a loophole in the current freshman probation process.
- B. Dr. Bennett has requested clarification of “eligible voting faculty” after much discussion about university, school and departmental voting policies.
- C. Dr. Glassman has a list of dates for academic program review. Self-study for the history and humanities departments is scheduled to begin in January 2005 and end in January 2006. External reviewers are not required, but recommended.
- D. There has been university-wide interest generated in classes that have a writing component. Dr. Kearns’s summer workshop for faculty was announced to the AA members.
- E. Academic Affairs has decided to continue sending student transcripts to departments for advising purposes but will be reducing the number of enrollment lists sent to faculty at the beginning of semesters.
- F. The university is now contracted with the Chronicle for advertising faculty searches.

G. Anyone interested in Homeland Security education at USI must contact Ed Jones, preferably by October 15.

VII. Around the Table

A. Dr. Herring: SLA Community of Scholars presents Judith Hoover on Tuesday, October 19 in ED 1101 at 7 pm.

Communications accreditation celebration will be held on Tuesday, October 26, in Kley Meyer at 4:30 pm.

B. Dr. Zehr: Sociology has been granted permission to replace Prof. Marjorie Jones. The dean is supporting efforts to upgrade the position to assistant professor on a tenure-eligible line.

C. Prof. Waters: The Reitz Home is having an open house and is creating opportunities for partnering and possible internships.

D. Dr. Palladino: The psychology department has initiated a memorial scholarship honoring the life of psychology student Kara Fulkerson.

E. Dr. Wilhelmus: "The Laramie Project" production is excellent and chairs are encouraged to attend one of the presentations. .

Meeting was adjourned at 10:21. Next meeting will be 10/26/04.