

APPROVED

Liberal Arts  
Chair Council Meeting Minutes  
October 26, 2004

Present: David Glassman, Tom Wilhelmus, Joe Palladino, Tamara Hunt, Carol MacKay, Steve Zehr, Katie Waters, Paul Raymond, Michael Kearns, Dal Herring, Jo Ann La Mar. Guest: Kim Greenlee.

I Approval of Minutes: The minutes were not ready for the meeting of October 12. They will be sent out next week.

II Faculty Searches:

Kim Greenlee, Human Resources, joined us for tutorial on faculty searches. Handouts were distributed with tips for successful searches, including instructions for essential elements in employment ads and information on the new changes for ads placed in the Chronicle. The LAC suggested that changes in the wording of ads by HR should be approved by the chairs of the affected departments before posting. Discussion was held on contacting non-indicated references and the requirements specified by the Provost's office. It was concluded by the dean that seeking non-indicated references is prudent of the search committee and chair, but not required. The need for collecting non-indicated references should be made on a case-by-case basis as determined from the applicant's materials and list of directed references. In the hiring of non-U.S. citizens, HR will assist the chair in determining work eligibility and communication with the candidate on visa issues.

III SLA information on Blackboard:

The School of Liberal Arts is not posted in the section under Schools and Programs on Blackboard. Because of redundancy with other outlets, it was decided that we would not list school activities on Blackboard at this time.

IV Featuring Faculty Webpage:

Dr. Glassman would like to feature two faculty members each semester on the SLA web site to recognize the accomplishments of our faculty. Jenny Medcraft will create the link and post the material. A motion was made by Paul Raymond and seconded by Steve Zehr that the Dean be responsible for selecting the featured members. The motion passed with a vote of 7-1-0.

V: Research Awards:

Two faculty proposals have been received. Since all council members had not reviewed the proposals the decisions were tabled until next meeting.

VI Overview of Academic Planning Council Meeting:

The proposal for a new minor in Creative Writing offered by the English department received initial approval. An update on the major in Arts and Heritage Management was accepted.

## VII Student Travel Awards:

Two new student travel awards; the Schergens Travel Award for International Study Majors from Perry County is available for up to 50% of the student's total travel expenses. The Olive Carruthers Clifft Travel Award is open to all students and provides up to 50% of the total travel expenses for students participating in study or enrichment programs both domestically and abroad. Additional funding for student travel may be available from Dr. Parrent's office and the USI Foundation. The School will create a comprehensive list of all sources of student travel funding and distribute it to all departments. Chairs are asked to submit to the dean any information about known sources of which they are familiar.

## VIII Building Committee Update:

The Liberal Arts Building Committee met and proposed several suggestions for improvements to the LA building. Larry Gries, chair of the committee, will be asked to meet with the LAC at a future meeting to discuss the building committees recommendations. They have been tabled until more information is available.

The liberal arts representatives to the Student Government Association met with the dean on issues concerning the LA Building. Among their concerns was the amount of smoking that takes place at the buildings entrance that is annoying to non-smoking students. In response, Katie Waters will post signs directing students and faculty to the side areas for smoking leaving the entrance to the building smoke-free.

## IX Ivy Tech Associate Degrees in Liberal Arts Disciplines

The Commission for Higher Education has received a request to transfer program authorization from Vincennes University to Ivy Tech State College for the following programs: Associate of Arts and Associate of Science with the following concentrations: General Liberal Studies, Pre-Law, English, Political Science, History, Sociology, Psychology, Liberal Arts and Philosophy. All of the associate degree programs are to be offered at the ten existing Community College sites.

Dr. Glassman suggested that department chairs who have programs in the areas authorized to Ivy Tech should arrange to meet with their Tech counterparts and discuss criteria that will allow students to transfer to USI in good standing. LAC will return to this discussion at a later date and invite John Gottcent, Director of Core Curriculum, to the meeting for his insight and recommendations.

## X Academic Affairs Update:

Tabled until next meeting

## XI Around the Table:

1. Dr. Glassman: Reminder of the Communication Accreditation Celebration at 4:30 today.
2. Dr. Wilhelmus: The LAStory publication will include a new fund raising panel.

3. Dr. Raymond: The Political Science club will have a gathering on Election Night in HP1002 from 8:00 pm until 11:00 pm. Everyone is invited.

On Wednesday Nov. 3<sup>rd</sup> the political science and philosophy department will be hosting an Open house for students. Refreshments and pizza will be served.

4. Katie Waters: The Society for Arts and Humanities is sponsoring a lecture by Timothy McNiven at 7:30 p.m. on October 28 in Kleymeyer Hall. The topic is "Significant Others in Greek Art".

Meeting was adjourned.