

**Approved Minutes
Liberal Arts Council
Jan. 18, 2005**

Present: Dr. David Glassman, Dean, Michael Aakhus, Dr. Dal Herring,
Dr. Tamara Hunt, Dr. Michael Kearns, Joan Kempf, Dr. Carol MacKay,
Dr. Joseph Palladino, Dr. Paul Raymond, Dr. Stephen Zehr,
Jo Ann LaMar and Bobbie Christie.
Guest: Elliot Wasserman

I. Approval of Minutes

The meeting was called to order at 8:30 and the Minutes from 1/11/05 were approved as amended.

II. Art, Music and Theatre Proposal

Elliot Wasserman made his proposal to separate the Art, Theatre and Music Programs into the Art and Performing Arts Departments. The proposal cited the health and growth of the Theatre Program with increases in its number of majors which is now over 60. Elliot pointed out that the two programs of Art and Theatre have operated with relative independence holding separate program meetings over the years.

He saw positive reasons for the union of Music and Theater into a department. They share their backgrounds in performance and particularly their linkage through Musical Theatre. For the future he cited changes which would include the expansion of music theatre and sight-singing courses to the curriculum, increased participation in local and regional theatre competition, expanded geographic areas for high school recruitment and a collaborative approach to strengthening already existing community ties.

At the end of the presentation, Elliot fielded questions regarding the possible changes in and demands on the administrative structure and physical facilities if the proposal is approved. The current proposal does not anticipate major changes in these areas. Elliot reiterated that accreditation for the art and theatre programs, under the current arrangement is not likely. As time ran out and the discussion came to an end, Elliot encouraged those present to contact him with further questions and concerns.

III. Students Workers

Dr. Glassman announced that the provost's office expects all schools to enforce the Family Education and Records Privacy Act to protect students and employees from identity theft. Student workers cannot access or process any files that include social security numbers, including grade books and student tests. With currently conflicting guidelines from the provost's office and HR regarding student workers, the dean urged faculty members to adhere to information from the provost. Obsolete records containing social security numbers should be shredded.

IV. CAP Courses

Dr. MacKay asked for feedback from other department chairs regarding the pros and cons of high school CAP courses for college credit. Dr. Hunt reported that these courses have worked successfully for the history department. Each class has about 20 students and visits to high school classrooms are useful for recruiting.

Dr. Herring concurred that the program is an effective recruiting tool for area high schools and serves as community outreach and service. He also noted that money generated from these courses goes into the departments' budgets. The communications department has two workshop courses that give credit for high school students working on their school newspaper or radio station. Dr. Herring cautioned that students getting credit for the course in high school will not take the class at USI, which might have an adverse effect on programs with smaller class caps. He recommended only offering 100-level courses.

V. Overloads

Dr. Glassman reminded all chairs of the provost's request that no adjunct faculty members teach more than three courses per semester. Adjunct faculty overloads should be a result of programmatic need, not individual faculty request. The dean has also asked each department to formulate a process by which faculty members are selected to teach humanities courses.

VI. University Bookstore

Dr. Hunt raised issues about problems with text book orders through the bookstore for this semester. Many required texts were not on the shelves when school started and optional texts were available only on request. Dr. Glassman suggested that the LA council invite the bookstore manager to meet with them at some future date to discuss problems.

VII. Faculty Travel Funds

Dr. Glassman asked for clarification on departmental travel allocations and proposed a formal school policy for faculty travel. The current amount for travel is \$400 per each full-time faculty member. This amount may be supplemented by additional funds from Academic Affairs for those actively involved in conference proceedings. Dr. Glassman proposed the stipulation that any departmental travel money not expended by May 1st could be divided equitably for reimbursement to faculty travelers whose expenses exceeded the \$400 limit. He stressed that this change is suggested to give support to the argument he plans to present to the provost that the \$400 amount per faculty member is not sufficient to support the university's requirements for faculty scholarship and professional development.

VIII. Academic Affairs Update

Dr. Glassman asked the council how their departments handled issues such as taking attendance and proctoring tests in classes with very large enrollment figures. Some departments reported using seating charts and others created in-class projects that

indicate whether or not a student is attending class. Dr. Glassman is investigating the use of card readers for large classes in LA.

IX. Budget Requests

Liberal Arts will have a new process for presenting budget requests this year. Each department and program will present their requests before the LA Council. Dr. Glassman has asked each chair to also have mission and vision statements included with the budget requests. The presentations will begin at the next meeting on Tuesday, January 25, according to the following schedule.

Art and Music	8:40-8:55 am
Communications	8:55-9:10 am
English	9:10-9:25 am
Foreign Languages	9:25-9:40 am
Gender Studies	9:40-9:55 am
History	9:55-10:10 am

The date has not yet been set for Liberal Arts to make a budget proposal to the president. Deadline lists will be distributed next week.

X. Around the Table

Jo Ann asked who would need an LCD projector for their budget presentation. She will be sending an email out with salary guidelines for assistant professor positions for those departments requesting salary lines in their budget proposals. Pam will be sending an email to everyone about using new Banner accounts for mail. Hard copies of departmental budgets will not be available again until all chairs are given access to Banner.

Dr. Zehr announced that the sociology department is presenting “Alumnus in Residence”, Brad Ellsworth on March 22. He also wanted to advise future alumnus sponsors that the \$400 allotted for these events is for travel only.

Joan Kempf reminded everyone of the Senior Art Seminars at the New Harmony Gallery of Contemporary Art this week and next week. She also announced the Board of Trustees approval of the new art gallery at the Liberal Arts Center. Relating to the pedestrian who was hit on a campus crosswalk two weeks ago, art faculty suggested that crosswalks be better lighted after dark and the possibility of having a speed check sign set up on University Boulevard to remind us of our speed.

Submitted by Bobbie Christie