

Approved
Liberal Arts Council
February 15, 2005

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

I. Minutes

Approval of the minutes for the February 8th meeting was tabled until the next meeting. There will be no LAC meeting next week but all chairs are invited to participate in a tour of the Art, Music and Theatre facilities starting at 8:30 for coffee and doughnuts with the tour starting at 9:00.

II. LA Summer Orientation/Advising Plan - Dr. Palladino

Dr. Palladino outlined a three-point proposal for summer orientation and advising sessions:

- *Department chairs are responsible to advise for all three summer sessions. This is university policy established by Academic Affairs.
- *Amigos have provided quality assistance in the past and could assist incoming freshmen to register for required introductory core classes after group advising sessions held in Kleymeyer Hall.
- *Summer advising fellowships would be offered to eight faculty members who are qualified and who want to advise students for payment of a stipend of \$800 for advising all but one of the summer sessions.

This proposal would be introduced on a trial basis for the summer of 2005 as an alternative to the current system. The goals of the proposal are to provide quality advising to new students, streamline the current process and provide compensation to faculty for summer advising.

Several department chairs took issue with the first point in the proposal, that chairs are responsible to advise for all six summer advising sessions. According to the faculty handbook, chairs may delegate some of their responsibilities when appropriate. Dr. Hunt argued that the students' needs are the primary focus of this proposal and as a chair she would want to be present during this critical time. Since this point was "strongly" supported by Dr. Bennett, Dr. Glassman suggested that Liberal Arts would want to comply with her interpretation.

Dr. Herring cautioned that it would be necessary to handle transfer students differently due to transfer credits. They will require more time and need to see an advisor who will be able to evaluate their credits. The chairs will present the proposal to their faculty members and inquire about interest in being a faculty advising fellow.

III. Annual Chair Evaluations

Dr. Glassman gave the council an update on his meeting with Dr. Bennett regarding the annual reports. She encouraged the school to decide on the most efficient and effective process for faculty and chairs evaluations.

Annual reports for chairs would be due on February 17, but Dr. Glassman would like to postpone those until later in the semester when a more complete chair evaluation can be made. Those chairs who have already prepared their annual reports may turn them in now. Dr. Glassman would like to use the form he presented at the last meeting as a guideline for annual reporting, but encouraged the chairs to suggest any changes they felt were necessary. The dean's office will also set a date for faculty to submit their chair evaluations.

IV. Art, Music and Theatre Proposal

Ms. Kempf offered to give a tour of the Department of Art, Music and Theatre next Tuesday morning for anyone interested in seeing how the department operates and what the facilities are like. The Department of Art, Music and Theatre faculty members unanimously support the proposal.

Dr. Zehr expressed his concern about financial resources and Ms. Kempf suggested that she send him the revised proposal which addresses that issue more thoroughly and emphasizes the need for theatre and music to have representation at the LA council. Dr. Zehr said that many of the other departments in Liberal Arts were concerned that the theatre program was funded at the expense of other departments in the School of Liberal. Dr. Glassman agreed with Dr. Herring that the administration of Theatre Management and the theatre program is very complicated, but assured them that additional monies allocated to them for non academic programs came from other sources within the university, not from the LA budget.

Some discussion followed regarding the resignation of Chris Boyer in Theatre Management and the impact that would have. Theatre Management is a separate entity with a budget outside the Liberal Arts accounting, although Dr. Glassman is still the fiscal agent. Michael Aakhus talked about the history of Theatre at USI and how it has always been so intertwined with the Liberal Arts administration. He pointed out how this is changing and the theatre program is more than ready to develop departmental leadership with representation on the council. Dr. Zehr asked for a copy of the revised Art Program Proposal to share with his faculty members before any vote takes place. Dr. Glassman will work to clarify the position of Theatre Management in the Liberal Arts structure.

V. English Curriculum Proposals

Dr. Kearns presented two curriculum proposals for the English department submitted in January and which LA council members had time to review. Curriculum proposals from December were tabled until council members could review them. The two proposals presented, ENG 311 Editing for Writers and the change in English literature requirements to allow more flexibility for students, were approved by the council.

VI. Annual Evaluation Report and Planning Agreement

In the discussion Dr. Glassman had with Dr. Bennett about the annual evaluation report, she gave the school permission to redesign the current form to be more applicable to LA faculty. When asked if first-year hire portfolios could also serve as annual reports, other schools reported they were already doing that. Dr. Glassman suggested that a good plan for LA would be that all tenure-eligible faculty members will do a portfolio each year, except first- and second-year hires which have an earlier deadline and double review, respectively.

All other full time faculty, tenured and contract, will turn in an annual report covering the previous year activities. Individual departments may require anything else at the department level that they

see as necessary. This revised schedule of deadlines should streamline the current process and eliminate duplicate work.

VII. LA Budget Request Update

Dr. Glassman has reviewed the departments' priorities and has developed a school priority schedule based on the following four criteria: 1) staffing-critical needs, 2) recruitment and retention of good faculty, to include competitive salary scales, an increase in funding for travel, and funding to alter an adjunct office to make office space for additional tenure eligible faculty, 3) increased efficiency in the school, to include a request for an additional administrative assistant position, and 4) repair and maintenance budget.

VIII. Academic Affairs Update

The English department has completed its self study and the program review process will be completed this semester. The next two programs in LA up for review are History and International Studies. Dr. Glassman encouraged these chairs to begin their self-study now. Non-accredited programs will use the old guidelines. Academic Affairs will pay for an external reviewer, if so requested. Dr. Glassman has a list of CV's turned in to the provost office, which he will distribute to the chairs. They will check the list to find out which faculty members have not yet complied.

IX. Around the Table

Dr. MacKay offered an open invitation to a German "Stammtisch" at the Gersthaus on Friday. She also reminded everyone of the International Food Expo on campus also on Friday from 10:30 to 2:00, and the opening of *Antigone* tomorrow.

Joan Kempf passed along the message from Katie Waters that she is painting in the Blue Ridge on her art fellowship. Joan Kempf encouraged everyone to attend the theatre production of *Antigone* and this production's poster was designed by the graphic design students.

Dr. Hunt announced the next LA colloquia this Friday at 3:30 in Kleymeyer Hall. Dr. Bigham will present "From Whig to Republican: What Scholars Have Said about the Kansas-Nebraska Act, Abraham Lincoln, and the Origins of the Grand Old Party". Also, after his presentation at New Harmony last Friday, Dr. Pitzer was presented with the "Golden Rose" from the Harmonie Society. The Golden Rose Award is given by the Harmonie Associates of New Harmony, Indiana only when they believe that there is a need to recognize and honor individuals who have done extraordinary service to promote the well-being and preservation of New Harmony. Dr. Pitzer received it in recognition for his years of service to the Center for Communal Studies, his support of Historic New Harmony, and his work in enriching the lives of the residents of New Harmony.

The SLAFDA committee will meet this week to make their selections from nine very competitive submissions.

Along those lines, Dr. Glassman reported that the recipients of the summer scholarships for junior faculty have been selected, but not announced.

Submitted by Bobbie Christie