

Minutes
Liberal Arts Council
March 15, 2005

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

I. Minutes from March 1, 2005, were approved with minor modifications.

II. LA Budget Process Review – Dr. Glassman

The budget presentation for Liberal Arts is scheduled for Friday, March 18 at 8:40 am in HP 1007. Dr. Glassman and Jo Ann are finalizing the handouts. The top 11 priorities presented to the Council by Dr. Glassman at the last meeting have not changed. Dr. Bennett has a meeting scheduled for March 28 at which she will announce her budget recommendations. Dr. Glassman has continued to attend budget presentations of the other schools, and reported that the requests are being kept to a minimum, with the largest need for all schools being personnel. Dr. Hunt expressed concern that abbreviated versions of the budget requests might not give the president a full understanding of the real needs of each school. Dr. Glassman suggested that Liberal Arts might want to create a separate “needs assessment” report to submit with the budget requests.

Another issue to consider is Dr. Bennett’s move toward using fewer adjuncts, although the president supports the use of adjuncts as a way to keep tuition costs down. There has been no discussion about raising tuition. The state legislature has approved a “flat-line” budget, which means no cuts or hiring freezes, but also no growth. The administration’s biggest concern is annual salary increases. Lincoln Amphitheatre has funding in place for one more year.

Dr. Glassman asked the council for its input on the current budget proposal process for Liberal Arts, particularly if it could be streamlined. Dr. Herring was concerned about faculty members who perceived the presentations reviewed in the council meetings as “secret negotiating.” Dr. Zehr applauded this year’s process in which the council had a more active and equal participation in making decisions. The general consensus was to use the same process next year, but invite interested faculty to view the presentations by the chairs of their budgets to the council.

In response to a request by Dr. Kearns that was affirmed by the other department chairs, an annual calendar for Liberal Arts events and deadlines will be created and available at the beginning of the next calendar year.

III. LA Annual Evaluation Process Review – Dr. Glassman

All faculty members must submit an annual report with current vita. Planning agreements will be done at the department level only and will go no further. Dr. Glassman suggested that each chair will determine what materials will be required for the annual evaluation review at the departmental level, but the materials forwarded to the dean will be standardized for all departments in Liberal Arts. He will provide a draft of a proposed revision of the annual report form to present to the council for review.

IV. Xeroxing – Dr. Glassman

The dean had the latest budget report on copying for the chairs to review. He advised that all departments had at least one faculty member who had unusually high copy charges and wanted the chairs to be aware of those high rollers. As questions arose regarding the distribution of monies in departments, Jo Ann reminded everyone that the departmental budgets are set up according to the number of full-time faculty.

V. Academic Affairs Update

1. Graduation submission deadlines – Students will be notified by USI to submit documents for graduation when they are within 30 hours of completing their degree.
2. Problems with “permission only” courses is not applicable to courses listed under Liberal Arts.
3. The question was raised regarding the creation of a USI Council of Chairs. Dr. Bennett would recognize such a group if organized.
4. The 10-month contract for chairs will take effect in the coming academic year 2005-06.
5. Dr. Bennett would like input from schools regarding a December graduation convocation.

VI. Around the Table

1. Dr. Kearns – Michael Waitman dedication on Reflection Lake, Friday, April 1st at noon. Dr. Glassman commended the program of Irish literature and music presented by the English Department and Music Program.
2. Dr. Zehr – Alumni in Residence – Sheriff Brad Ellsworth presenting “From Classroom to Top Cop” in Carter Hall A on March 22 from 12:00 to 1:00 pm. A smaller, informal presentation at 2 pm is recommended for students interested in criminal justice.
3. Dr. Herring – The first National Sunshine Week for promoting open meetings and public domain documents runs this week. Journalism students doing a survey on campus found an average of only 13% compliance. The only group with 100% compliance was the Student Government Association.
4. Jo Ann – Friday is the deadline for summer contracts and there are still classes listed as “staff.”

Respectfully submitted by Bobbie Christie.