

**Approved Minutes
Liberal Arts Council
March 29, 2005**

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

Guest: Dr. Gael Cooper, Communications Department

I. Minutes from the two previous meetings were not ready for approval.

II. Budget Request Update – Dr. Glassman

Dr. Bennett gave her budget recommendations to the president yesterday. She had them listed in four categories:

1. Expenditures from Existing Funds
2. Expenditures from New Money (prioritized)
 - * Faculty and staff raises of 2%, 3% or 4%, depending on amount available
 - * New system of course evaluations by students
 - * Salary upgrade for specific position in Teacher Education
 - * Chemistry
 - * University Division advisor position
 - * Sociology 1-year temporary, possibly becoming a tenure-eligible position
 - * Reference Librarian
 - * Assistant Professor of Finance
 - * Assistant Professor of Political Science
 - * Mathematics position
 - * Occupational Therapy position
 - * Art instructor
 - * Admissions clerk
 - * Supervisor upgrade
3. Funding from Increase in Enrollment Money – a position for an Assistant Professor of History
4. Year-end Funds – includes money budgeted for equipment for the Psychology lab and the conversion of the adjunct office into faculty offices.

Dr. Glassman was optimistic that Liberal Arts will get several new positions and the two items listed under category 4. His perception of the budget process is that Administration is trying to be equitable overall. Dr. Zehr asked how to proceed with plans for the fall schedule and classes for possible new faculty members. Dr. Glassman said he would check on that and let him know.

III. Creative Writing Minor – Dr. Kearns

The Academic Planning Council approved the new minor in creative writing and it will go into effect in the fall semester.

IV. Departmental Policies for giving Exams to ADA Students – Dr. Glassman

Since the Liberal Arts Center has no space for administering exams for ADA students, all departments except Foreign Languages schedule tests through the Counseling Office. Foreign Languages requires an oral portion for their exams and Counseling can not give oral exams. The faculty for Foreign Languages give these exams in their offices.

V. Smoking near Academic Buildings – Dr. Glassman

The School of Nursing presented a proposal to Academic Affairs to remove smoking areas from immediately outside the building entrances. A suggestion was made to create a policy to do this for all buildings on campus. The dean would like the chairs to discuss this with their faculty members and let him know their feelings on this matter.

VI. LA Research Awards – Dr. Glassman

These awards were given to four faculty members this semester for course release time to do research. The selection process was reviewed at the council meeting and the five proposals were presented and discussed. The faculty who submitted proposals are: Michael Dixon – History; Maurice Hamington – Philosophy; Jason Hardgrave – History; Leigh Ann Howard – Communications, and Chad Tew, Communications. A move was made and seconded to vote for the top four choices. Dr. Glassman collected the ballots and will announce the selection.

VII. New Curriculum Proposals for Communications – Dr. Herring and Dr. Cooper

A new course for Public Relations, PRL 465 Institutional Advancement, has been designed by Dr. Cooper to fill a need for expanding options for students pursuing careers in public relations. This course will be added to the directed electives list. A program modification proposal to add the course to the public relations curriculum was also submitted with the new course proposal. The council approved both proposals.

VIII. Academic Affairs Update

Well-known psychologist William Buskist will be the featured speaker for the fall faculty meeting. There will be no breakout sessions at this meeting.

IX. Around the Table

On behalf of Arlene Fortune, Dr. Glassman announced that Thursday will be new student orientation and advising for specially invited students. Arlene will be available every day of registration to give assistance. The USI bulletin edit will be out this week. Please review it carefully and consult with Arlene if you have questions.

Dr. Glassman is concerned about faculty members who have teaching overloads and course reductions during the same semester. This should only happen in staffing emergencies. He will be reviewing these situations.

Dr. Herring and Dr. Raymond will both be on sabbatical next spring.

Dr. MacKay will be stepping down as chair of Foreign Languages beginning in the fall semester. Dr. MacKay also announced that the Foreign Language Bowl will take place next Wednesday in Carter Hall from 9 am to 12 pm.

Joan Kempf reminded everyone of the annual spring juried Student Art Show which will open April 10 on the UC Bridge. There will be a reception from 3 – 5 pm.

The sociology department has three candidate interviews scheduled to fill the Position left by Marjory Jones when she retired last semester. Dr. Zehr asked faculty members to attend research presentations and offer feedback to help the search committee.

Dr. Kearns announced that the Michael Waitman dedication on Reflection Lake will be Friday April 1, at noon.

Michael Aakhus asked everyone to mark their calendars for the retirement party for John McNaughton on Saturday, May 14.

Recipients of the SLAFDA awards have been announced in an email sent out by Dr. Hunt today.

Respectfully submitted by Bobbie Christie.