

**Liberal Arts Council  
September 16, 2014**

Present: M. Aakhus, M. Dixon, J. deJong, J. Hardgrave, S. Rode, I. Phillips, T. Schroer, W. Rinks, MT Hallock Morris, H. Braysmith, R. Gennaro, J. Evey, C. Rivera, E. Wasserman, R. Rowland, K. Oeth, R. Lutton, and P. Moore.

Guest: A. Statham

The meeting started at 9:00 a.m.

**I. Department Assessment Report Form**

J. deJong discussed each element of the draft form and the timeline that she has distributed. A. Statham described her role as the one who will write annually a College of Liberal Arts Assessment Report. She noted that USI's HLC re-accreditation process is driving this initiative and that she looks forward to working with all departments on this project and that she is willing to serve as a resource for departments as they collect and analyze data. MT Hallock Morris asked if the report should include information about graduate programs and minors. At this time, the focus is upon undergraduate programs, including minors; we hope to add graduate programs to this process next year.

W. Rinks noted that he appreciates the inclusion of the timeline, but he requested clarification on what precisely is desired from section B of the form and whether or not chairs should submit the data along with the report. J. deJong and A. Statham replied that we are exploring currently ways by which the data can be collected centrally. OrgSync files or files on the M:/drive are the most likely destinations for the data we collect.

Questions were asked again concerning the absence of a section within which to report on department achievements and leadership initiatives. M. Dixon noted that this information is usually reported on an individual's Faculty Annual Report and that while this information remains important and valued, the purpose of the new form is to facilitate the collection and analysis of the College of Liberal Arts' assessment data. Others suggested that information should be included to reflect the achievements of alumni and other indicators of student success. S. Spencer noted that the College of Liberal Arts should begin to place an emphasis not only upon student success but also diversity.

**II. Hiring Process**

J. Evey expressed some concerns with the Administrative and Faculty Hiring Process, and the Administrative/Faculty Hire Checklist documents available on the Academic Affairs web site. The consensus was that these were all legitimate concerns; I. Phillips suggested that review of these documents should be submitted as a charge to the Faculty Senate.

**III. Course Modification Petition**

T. Schroer introduced the petition to modify SOC 343: Sociology of Death and Dying so that it may be cross-listed with GERO343, a new course that had been offered previously as HP 490: Death, Dying, and Bereavement. The new course title (Death, Dying, and Bereavement), pre-requisites, and description for SOC 343 are proposed to align with GERO343. The petition was approved unanimously.

#### **IV. Open Items from Chairs**

MT Hallock Morris reported that several new course petitions from Liberal Arts had been considered at the most recent meeting of the University Curriculum Committee and that there was an expectation that several of these courses would be approved there also for inclusion within Core 39. She reminded all that there is a separate Core 39 petition process. She noted also that many tenure-track faculty have requested information on the proposed development of a college-level promotions committees. M. Aakhus replied that he had forwarded the names of two Liberal Arts faculty members to serve on a committee to explore the creation of these committees. He noted also that he will convey to chairs further information as it becomes available.

#### **V. Announcements**

MT Hallock Morris announced that Constitution Day will take place on September 17 and it will include a public reading of the U.S. Constitution in the UC Amphitheatre, 12:00-1:00 p.m.

M. Dixon reminded chairs to submit to him the names of faculty who will be present for Southern Hospitality Days.

K. Oeth reported that she has received CDs with faculty SETs from courses taught in summer 2014. She will make these available to chairs.

The meeting was adjourned at 10:30 a.m.