**Liberal Arts Council  
April 7, 2015**

Present: M. Dixon, J. deJong, S. Rode, I. Phillips, A. Buck (for T. Schroer), S. Spencer, W. Rinks, MT Hallock Morris, H. Braysmith, R. Gennaro, J. Evey, C. Rivera, E. Wasserman, K. Oeth, P. Moore, and R. Lutton.

Absent: MT Hallock Morris and R. Rowland.

Guest: C. Stambush.

The meeting started at 9:00 a.m.

**I. LA Story**

C. Stambush informed chairs that the next issue of LA Story will be out in July 2015 and it shall focus on USI’s 50th anniversary. She offered several suggestions about the content of this issue, including the development of Liberal Arts and a timeline of significant events in the college’s history. Additional suggestions included the inclusion of photographs, and features on emerti faculty. The possibility of making this a double issue, and the only one of the 2015-2016 academic year was also discussed.

**II. Assessment Presentations and Reports**

M. Dixon thanked faculty who delivered assessment presentation at our Assessment Day retreat on March 24. He will place copies of all presentations on the M: drive. He also reminded chairs that Departmental Assessment Reports are due by Wednesday April 15, 2015.

**III. Assessment of Internships**

J. deJong informed chairs that we shall need to demonstrate how we currently assess Liberal Arts internships as part of the HLC reaccreditation process. She requested that chairs send to her any information on the assessment of internships.

**IV. CLAFDAs and LARAs**

M. Dixon informed chairs that the number of submissions for CLAFDAs and LARAs was very low this semester and that he will issue another call for submissions.

**VI. Faculty Development Workshop**

M. Dixon reported on the Faculty Development Workshop, “Preparing and Effective Portfolio for Tenure and Promotion,” that was held for tenure-track faculty on April 2. Another session of this workshop will be held on Friday April 17. J. deJong distributed a draft checklist for tenure-track faculty in Liberal Arts that outlines those items that must be included within a portfolio and includes also recommendations. Discussion ensued regarding the appropriate length of the narrative. The consensus among chairs was that 20-25 pages is a good recommendation. H. Braysmith asked if the draft checklist is applicable also for promotion to the rank of professor. M. Dixon responded that it does not, but that we intend to prepare one for promotion to the rank of professor in fall 2015. General discussion followed regarding the challenges to the tenure and promotion process.

**VII. Open Items from Chairs**

M. Aakhus outlined the following administrative changes in the College of Liberal Arts effective April 20, 2015: J. Parker and B. Hoover, senior administrative assistants for New Harmony Theatre, will provide administrative support for the Performing Arts Department; K. Stroyeck will provide administrative support for the Political Science and Public Administration Department, in addition to the Communications Department and the MAC program; W. Draper will provide administrative support for the World Languages and Cultures Department during the morning hours and she will assist with front office duties in the afternoons.

**VIII. Announcements**

C. Rivera announced that Dr. Venicia McGhie will present the annual Berger Lecture on Tuesday April 14 at 3:30 p.m. in the Rice Library, room 0017. Her presentation is entitled, “The Transformation Process in Education in South Africa: Pre- and Post-1994.”

The meeting was adjourned at 10:54 a.m.