**LA Chairs Meeting Minutes**

29 August 2017

**Present:** O. Armeanu, J. Beeby, A. Buck, V. DeCoster, J. deJong, M. Dixon, J. Galbus, R. Gennaro, D. Hitchcock, A. McKibban, V. Morgan, K. Oeth, S. Rode, R. Rowland, T. Schroer, K. Shefveland, S. Vogl-Bauer, E. Wasserman

**Guest:** A. Chan-Hilton, Director of Center for Excellence in Teaching and Learning

Meeting began at approximately 9:00 am  
 **I. Portfolio Guidelines**

A. Chan-Hilton presented information about updated portfolio guidelines for faculty promotion and tenure. Faculty appointed this semester should use the new guidelines while others in process have a choice of selecting the previous guidelines or they may use the new guidelines for the tenure process. Faculty must declare their decision by October 11 or they will default updated guidelines that are effective Fall 2017. Effective Fall 2017, there are revised guidelines for faculty aspiring to the rank of full professor. Appraisal forms and additional materials related to the tenure and promotion are located on the Provost’s web page, <https://www.usi.edu/provost/faculty-resources/personnel-decisions>.

**II. Approval of Minutes, August 11, 2017**

J. Beeby requested approval of the minutes with permission for him to make minor wording changes for clarity to the present draft. S. Rode moved to approve the minutes, D. Hitchcock seconded, all members voted in favor.

**III. Strategic Initiative Update from Chairs**

J. Beeby requested each chair give a progress report on their department’s strategic initiative. Ideas included student and faculty scavenger hunt, field trips, community service projects, cookouts, meet and greet social events, reenergizing departmental student organizations and other ideas. Requests for funding of these initiatives can be made through the dean’s office.

**IV. Freshmen Advising and Transition to Major Advisors**

M. Dixon and R. Rowland reported two diversity events would part of the LA’s UNIV 101 curriculum this semester: a screening of the film, *He Named Me Malala*, which is based on the required reading assignment, *I am Malala.*  Students will receive instruction on the quad in playing street cricket.

All first semester freshman are being assigned a secondary advisor in his or her major. To fulfill a UNIV 101 assignment, students are required to look up the name of their advisor, find out the faculty’s office hours and then they must visit the advisor.

Department chairs were reminded of the Ice cream social for International students sponsored by Liberal Arts, September 14 on Ruston Terrace. Chairs were encouraged to have their departments represented.

**V. Spring 2018 Schedule**

J. Beeby advised chairs of deadlines for the spring and summer schedules and noted there were a large number of tenured faculty teaching online courses.

**VI. Class Cancellation Policy**

Liberal Arts course cancellation policy was distributed and discussed. J. Beeby reminded that it is the contractual obligation of faculty to keep their office hours; all office hours should have been posted by the first week of classes. Faculty absences will be reported and coverage for instruction arranged when the absence is planned.

**VII. Announcements**

The dean’s student advisory council will meet the first Wednesday of the month.

The new freshmen advisory council will meet with deans the 3rd Wednesday of the month.

Chairs should submit faculty travel plans for the academic year to the dean by Sept. 1, 2017.

**VIII. Open Items from Chairs**

R. Rowland asked faculty instructing upper level classes remind students to make formal application for graduation.

Meeting adjourned at 10:35 am by J. Beeby