

## LA Chairs Meeting Minutes

17 October 2017

**Present:** O. Armeanu, J. Beeby, K. Benedict, 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. Shefveld, S. Vogl-Bauer, E. Wasserman

**Guest:** Leigh Anne Howard

Meeting began at approximately 9:00 a.m.

### I. Approval of Minutes

3 October 2017

E. Wasserman moved to approve the minutes, T. Schroer seconded, all members voted in favor.

### II. Curriculum Petitions

J. Beeby explained that relevant committees have already met and passed these petitions; no motions were required for approval in this session. NB: all petitions passed by unanimous voice vote.

- Course Modification Petition, ARTE394 and ARTE396 (J. deJong)
  - Although these two courses are taught simultaneously, one is a prerequisite for the other. The proposed change makes them co- requisites.
- Program Modification, CMST (L. Howard)
  - This change involves the substitution of three directed electives for the independent study/internship currently required of the Communications Studies minor.
- Course Modification Petition CMST402 and CMST407 (L. Howard)
  - These two courses will become 300-level, making them more accessible to students (course descriptions remain the same).
- Course Modification Petition CMST Internship (L. Howard)
  - This modification creates the opportunity for two internships (6 hours total).
- Program Deletion Petition, French, German and Spanish Studies Teaching Minors (S. Rode)
  - S. Rode advised the deletion of these programs because of state teaching licensing requirements. These programs were not very popular.
- Course Deletion Petition, LIBA497 (D. Hitchcock)
  - This course was created to be part of the old core but is now obsolete; it has not been scheduled since last spring.

### III. Presidential Search

J. Beeby discussed the presidential search process and asked chairs to consider what ought to be on the next president's agenda and what profile best fits the opportunities and challenges the University currently faces.

### IV. Adjunct Hiring Checklist (K. Oeth)

K. Oeth reviewed the adjunct hiring process and distributed copies of the checklist. She emphasized that the new process will not require any additional documents but will involve departmental administrative assistants more closely. Chairs will submit the standard documentation to their administrative assistants, who will then deliver the materials to K. Oeth for processing. She explained that the practice would be enacted for January adjunct hiring.

#### **V. Green Timesheets (K. Oeth)**

K. Oeth also explained the revised process for collecting faculty timesheets. Each faculty member must complete and submit a green timesheet to their departmental administrative assistant by the 13<sup>th</sup> of every month.

#### **VI. Exploring Majors and Minors Fair – Feedback**

R. Gennaro said the event was very well executed overall but asked why it was held on the Wednesday after Fall Break, when many students are still off campus. J. Galbus proposed the Wednesday before the break as an alternative. R. Rowland agreed to ask whether Carter Hall could be reserved earlier for the event in the future.

#### **VII. Open Items from Chairs**

S. Vogl-Bauer asked after the expectations for faculty attendance at both the December and May graduation ceremonies. J. Beeby answered that while attending the fall ceremony is not required, it would be nice for students to see their professors there; attending the spring ceremony is a contractual obligation. J. deJong advised that in lights of the departmental freshmen initiative events, chairs should be watch for charges to post and move money in their budgets accordingly. J. Beeby noted that chairs act as their department's budget directors and need to be aware of faculty expenses.

#### **VIII. Announcements**

J. Beeby announced that the events of last Thursday highlighted the accomplishments of the College: 122 people attended the poetry reading, 150-200 people attended sculptor Richard Hunt's lecture, and USI Theatre's play debuted to a sold out audience. J. Beeby also announced that the Art and Design department's accreditation site visit will take place on April 15, while Social Work's visit is scheduled for next year. S. Vogl-Bauer asked where chairs could find program review materials, and M. Dixon referred her to the provost's web page.

V. DeCoster announced that the Center for Social Justice Education will screen *Making a Killing* on Wednesday at 6 pm, HB1002. R. Rowland reported out of 1,116 liberal arts students, 409 are assigned to the Advising Center (as of October 13). She also requested that chairs remind faculty to attend the upcoming Degreeworks workshops. Finally, R. Rowland noted that she will send faculty members the contact information of certain prospective students from the Open House for follow-up emails. Finally, J. Beeby announced the Cricket on the Quad event, scheduled for October 20.

Meeting adjourned at 10:29 a.m. by J. Beeby.