

LA Chairs Meeting Minutes

14 November 2017

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

Meeting began at approximately 9:00 a.m.

I. Approval of Minutes

17 October 2017

The minutes were approved by unanimous consent.

II. CLA Annual Report, 2015-2017

E. Wasserman moved to accept the document as written, S. Rode seconded, all members voted in favor. J. Beeby noted that the report would be available for internal use only.

III. Accounting of Student Retention Events

J. Beeby led a brief discussion of departmental student retention events. Participants included E. Wasserman, who reported that Performing Arts Department arranged for freshmen to complete a low ropes course and then held a cookout with upperclassmen; freshmen were given departmental t-shirts. S. Vogl-Bauer said that the Communications Department cookout generated tremendous positive energy amongst both students and faculty. J. Galbus reported that the English Department's annual "bond" fire event experienced its largest attendance yet. J. Beeby shared his hope that as more students hear about these retention events, participation will continue to improve.

IV. CLAFDA/LARA Updates (M. Dixon)

M. Dixon reported that while LARA submissions have increased, CLAFDA submissions have decreased. He asked chairs to encourage faculty to continue to apply for both and he encouraged chairs to work closely with those faculty who plan to submit proposals in spring. He suggested creating internal, intradepartmental deadlines that would allow adequate time for chairs to review proposals. Finally, he mentioned that LARA and CLAFDA submissions are due on 1 March 2018.

V. Advising

J. Beeby gave a brief advising update on behalf of Renee Rowland. He reported that 4,456 students had registered for the spring semester as of Friday, while 222 Liberal Arts students had not yet registered because of bursar holds. He asked that chairs remind faculty to follow up with their students and help them schedule appointments with the Advising Center, rather than dropping in unannounced. He also reminded chairs that administrative assistants may lift holds, as an alternative to the already backlogged Advising Center Staff. Finally, J. Beeby advised that chairs can request a list of the number of advisees per faculty member within their departments and that chairs should monitor these numbers to ensure equitable advising loads.

VI. Hiring Packets (K. Oeth)

K. Oeth reported that she has consolidated much of the search information on the provost's website into a document on the M drive. J. Beeby emphasized the importance of this resource and reminded chairs that the College needs copies of each candidate's official transcripts before their arrival, and if a candidate will ask for reimbursement (airport parking, mileage, etc.), he or she will need to sign a W-9 during the visit. J. Beeby also reminded chairs that there are caps on meal reimbursements and flights, although he plans to ask the Provost about raising the flight limit, given the escalating prices of airfare.

K. Oeth also discussed adjunct hiring and noted that she will receive the official listing of classes, from which she generates adjunct contracts, on 27 November. She asked that faculty make any scheduling changes before Thanksgiving Break to minimize changes in these contracts. K. Shefveland asked how to handle both classes with low enrollment and TBA classes, to which M. Dixon replied that faculty should monitor enrollment numbers closely before canceling a class and that chairs should begin assigning instructors to all sections currently listed as TBA. J. Beeby remarked that it is a disservice to students to cancel a class too late, as they are then left with limited offerings from which to choose. K. Oeth stated that contracts will be distributed in campus mailboxes around 4 December; signed contracts are then due back by 15 December. E. Wasserman asked if enough classes are offered to serve evening students, to which M. Dixon replied that evening enrollment has declined as the number of online course offerings has increased. J. Beeby noted that he would ask Enrollment Management to look at the demographics of students enrolled in online courses.

VII. Requests for One-Time Expenses (J. Beeby)

J. Beeby announced that he would hear one-time budget items for each department. Chairs must submit proposals by the first week of the Spring Semester. S. Vogl-Bauer asked if departments could submit more than one request, to which J. Beeby replied yes, but submissions must be ranked. He noted that there are already plans in place to renovate several classrooms and obtain new furniture for the first and second floors of the Liberal Arts building.

VIII. Announcements

E. Wasserman promoted the opening of *Our Town* on Thursday, 16 November. J. deJong announced that the Senior Seminar exhibition opened in Sunday in the McCutchan Art Center and Pace Galleries. She reported that a visiting fresco painter would give a presentation on Wednesday evening, 15 November.

J. Beeby thanked M. Dixon for planning last week's memorial for Margaret Skoglund and announced several upcoming events, including the Diversity Series lecture at Ivy Tech Community College, the AA holiday party on 21 December, and the Spring Meeting on 3 January.

IX. Open Items from Chairs

T. Schroer stated that if faculty do not teach in the Core, they are ineligible for teaching awards. He also observed that there is no designated faculty funding for course improvement and development, only research. J. Beeby asked chairs to consider teaching a section of UNIV101 next year.

J. Beeby also suggested that at this busy time of year, it would be a good idea for chairs to check in with students and first-year faculty. J. Galbus asked if a record existed of students who withdraw for psychological reasons. K. Shefveland suggested developing a stress relief program for students and faculty to coincide with finals week.

Meeting adjourned at 10:17 am.