

LA Chairs Meeting Minutes

5 December 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, T. Schroer, S. Vogl-Bauer, E. Wasserman

Absent: S. Rode, K. Shefvland

Meeting began at approximately 9:00 a.m.

I. Approval of Minutes

14 November 2017

D. Hitchcock moved to approve the minutes, E. Wasserman seconded, all members voted in favor. J. Beeby referred to the minutes in a reminder to chairs to examine their faculty's advising loads and to consider teaching a section of UNIV101 in the fall.

II. Curricular Engagement Course Attributes (M. Dixon)

M. Dixon led a brief discussion related to the new scheduling policy concerning curricular engagement. For accreditation purposes, faculty must now quantify the curricular engagement attributes of each class they teach. When AAs make the Fall schedules in January, they must now enter the number of hours per semester that students shall be engaged in activities including internships, study abroad, service learning, and research, down to a section-by-section level. K. Oeth requested that faculty disseminate this new information using the scheduling spreadsheet submitted to AAs. M. Dixon noted that no single attribute should exceed 45 hours, with the exception of internships.

III. Contracts for Outside Speakers/Guests (K. Oeth and V. Morgan)

K. Oeth and V. Morgan distributed a checklist for chairs to use whenever an outside speaker or guest is invited to present on campus. K. Oeth explained that a new standardized contract for all outside guests would now come from Dan Martens in Procurement. V. Morgan added that Procurement wants more control over whom they pay, and that this new system will ensure that guests are paid in a timely manner. She asked that all paperwork be completed three weeks in advance of the event in question. K. Oeth will post the checklist online.

IV. Budget Updates (J. deJong)

J. deJong encouraged chairs to closely examine their departmental budgets before Winter Break in order to identify any outstanding expenses and transfer funds as needed. V. DeCoster noted that the accounting system is often erroneous and delayed by several months. J. Beeby reminded chairs to send any one-time funding requests to him by early January.

V. Advising Updates (R. Rowland)

R. Rowland electronically distributed a list of unregistered students and asked chairs to reach out to them. Currently, the College of Liberal Arts has both the most enrolled students for Spring 2018 (1,566) and the most unenrolled (308). J. Beeby wondered how many of the 308 remained unregistered because of Bursar holds.

R. Rowland also reported that an orientation session for transfer students was held on Friday; another such session will take place 1/4.

VI. Announcements

J. Beeby announced several upcoming events including today's Holiday Luncheon in Carter Hall, the deadline for grades (18 December), the AA holiday party (21 December) and the Spring Meeting (3 January). He also requested submissions of student nominees from each department for Day at the Statehouse event in February.

M. Dixon noted that the contract for the online readiness module (a part of Distance Learning courses) has expired. The University plans to create an in-house version, but it is not yet available.

K. Oeth reminded Chairs to submit fall schedules to their AAs before 15 January.

VII. Open Items from Chairs

E. Wasserman announced that theatre students would participate in the department's annual pinewood derby competition.

J. Beeby asked Chairs to set departmental deadlines for the submission of FAR forms, which are available online and via the Provost's office.

Meeting adjourned at 10:00 am.