

## LA Chairs Meeting Minutes

23 January 2018

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

**Absent:** E. Wasserman

Meeting began at approximately 9:00 a.m.

### I. Approval of Minutes

5 December 2017

V. DeCoster moved to approve the minutes, T. Schroer seconded, all members voted in favor.

### II. CLA Assessment

M. Dixon reminded chairs of the CLA Assessment retreat on Tuesday, 20 March. The retreat will take place in the morning, with a luncheon afterward, so chairs should plan to schedule any departmental activities for the afternoon. M. Dixon asked chairs to please consider teamwork and collaborative learning as outcomes of their programs in the 10–15 minute presentations they will prepare for the retreat. Submission of the final assessment report will take place in mid-April; reports from previous years are accessible on the M drive. J. Beeby asked chairs to produce a half-page executive summary of their department's presentation and send it to M. Dixon by Friday 16 March.

### III. Administrative Updates (K. Oeth)

K. Oeth described a reassignment of duties in the LA Main Office. Ziporah Rascoe shall oversee the Office's student workers, process student worker payroll, and manage all student worker hiring for the College. K. Benedict will serve as the USI Foundation liaison and perform administrative duties related to the Society for Arts and Humanities and Honors Day, as well as coordinate and publicize other College events. V. Morgan will process faculty payroll, purchase desk copies, and coordinate the use of Eagle Access Cards. K. Oeth will process staff/bi-weekly payroll.

### IV. New Four-Year Plan Template (R. Rowland)

R. Rowland distributed a blank template of the 2018 Four-Year Planning document to chairs via email. She requested that they complete it by the third week of February so that the Registrar's Office has enough time to enter the data into Degree Works. R. Rowland also noted that graduation is approaching, and Arlene Fortune would like graduation applications returned to her within five business days for processing.

### V. Honors Day Updates (K. Benedict)

K. Benedict reminded chairs to please look over the Honors Day spreadsheet distributed a few weeks prior and send any revisions to her by the end of the week. As a reminder, the spring 2018 ceremony will honor 2017–18 recipients, who were selected last January/February. She noted that the selection format will change next year, and instead of manually sending over profile sheets, faculty will receive a link via email to access the 2018–19 applicants for their particular scholarships. Donors will also be invited to the spring 2018 ceremony.

### VI. Announcements

J. Beeby announced several upcoming events and deadlines, including the Academic Partnerships Meeting (24 January), nominations for the Spring Commencement Reflection Speaker (26 January), Faculty Annual

Reports (15 February), Mandela Social Justice Day (21 February), Dan Wakefield's artistic residency in New Harmony (5—25 March), and the Art Department's accreditation visit (15—18 April). He reminded chairs of their obligations to observe any newly hired adjuncts in the classroom, as well as their first-year, full-time faculty. He also asked chairs to begin thinking of departmental freshmen initiative events for the spring and to submit nominations for new representatives for the deans' student advisory councils as needed.

M. Dixon noted that curriculum petitions are due to the Provost's Office by 2 March. The chairs' meeting on 27 February would then be the last meeting at which to approve any curricular changes, and the subcommittee requires at least 7—10 days to review petitions before their presentation at the meeting. He advised chairs to be mindful of these dates and set internal deadlines accordingly.

#### **VII. Updates from Chairs**

S. Vogl-Bauer asked if departments should circulate any specific CLA materials amongst job candidates. J. Beeby said no and asked chairs to simply be professional and positive about both the University and the city as a whole. Many candidates will be on campus this month, and J. Beeby reminded chairs that he must receive each candidate's official transcripts in order for him/her to advance in the hiring process. He also requested memos from both the chair and the departmental search committee detailing their thoughts on each candidate.

J. Hardgrave asked about the timeline for the distribution of AA evaluations. K. Oeth replied that they would circulate mid-March or April.

Meeting adjourned at 9:50 am.