

## LA Chairs Meeting Minutes

6 February 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, M. Stacer for T. Schroer, S. Vogl-Bauer, E. Wasserman

**Guests:** Paula Nurrenbern, Jason Provence, Steven Stump, and Jennifer Weigand

**Absent:** T. Schroer

Meeting began at approximately 9:00 a.m.

### **I. Outreach and Engagement (P. Nurrenbern and S. Stump)**

At the Center for Applied Research, P. Nurrenbern and S. Stump connect corporate clients and other community members with University resources, particularly human capital. S. Stump explained that if local businesses and organizations have problems or questions, he finds faculty who can lend their expertise. Participating faculty may either receive monetary compensation or elect to bring in students as a class project. He noted that the Center has worked with Liberal Arts professors from many departments, including Matt Hanka, Mary Beth Reese, and Xinran Hu. J. Beeby suggested that chairs work with their faculty to develop a list of their research areas for the Center's use. S. Stump noted his availability to attend departmental meetings, as needed.

P. Nurrenbern passed out several handouts: a brochure summarizing the objectives of Outreach and Engagement, the spring catalogue of Lifelong Learning courses, and an outline of the department's website detailing their offerings in customized consulting and training.

### **II. Approval of Minutes**

23 January 2018

E. Wasserman moved to approve the minutes, J. Galbus seconded, all members voted in favor.

### **III. Program Search Request (J. Provence and J. Weigand)**

J. Provence and J. Weigand reported on the new format of the USI website, which is designed to be more user-friendly, adaptive, and student-centric. The University homepage, Admissions, and Program Searches comprise the first tier of the rollout, followed by departmental pages and non-college pages. The first tier is scheduled to go live in May/June 2018, in order to target the next wave of prospective students. For the Program Search feature, J. Weigand asked chairs to submit short (<250 words) descriptions of all majors and minors in their respective departments by 28 February. She requested that chairs gear their descriptions to prospective students, not fellow academics, and think about why USI is a great place to study the program in question. J. Provence also requested that chairs include career options and synonyms for their programs in their descriptions. J. Beeby offered to distribute strong examples of descriptions to chairs.

### **IV. LA Classroom Maintenance/Renovations**

M. Dixon noted that the preponderance of out of date, broken, and unused equipment and furniture throughout the College's classrooms looks neither tidy nor professional. These items are scheduled for removal over Spring Break. He asked Chairs to confer with faculty and report if they have anything that ought to be either discarded or saved, particularly overhead projectors.

### **V. Announcements**

M. Dixon announced that the 2018 e-Bulletin draft was distributed last Friday. Chairs are to submit any revisions to M. Dixon and K. Benedict by Friday, 9 February. He also noted that curricular petitions and program modifications 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. M. Dixon finally thanked chairs for working with faculty to enter early alert grades and noted the importance of this process for retention and student success

J. Beeby announced that he is currently processing the recently submitted one-time money requests. He also briefed Chairs on the recent findings of the Lockton Study and explained that the University plans to spend \$450,000 to bring support staff up to the minimum average of pay by July 2018. Finally, he noted a few upcoming meetings, including those of the Deans' Student Advisory Council (7 February), the Faculty Senate (9 February), and UNIV 101 instructors (13 February). There will be no Charis' Meeting on the 13<sup>th</sup> as a result.

## **VI. Updates from Chairs**

R. Rowland advised that emails will be sent to students with deficiencies or non-attendance (approximately 464 students); she will send a list of these students to chairs. She also announced that the last Transfer Visit Day is scheduled for 23 February at 10 am.

O. Armeanu asked if faculty may still use the \$250 development funds to purchase books or other equipment. J. Beeby replied that this money should be used only for conferences, travel, or other areas of professional development.

E. Wasserman announced the opening the Theatre Department's third play of the season, *Italian American Reconciliation*, on 15 February. He also shared that USI Theatre has received exclusive rights to perform *The Curious Incident of the Dog in the Nighttime* in the fall of 2018.

J. Galbus announced a poetry reading by Kevin Akbar and Ruth Awad at the Griffin Center on 15 February.

Meeting adjourned at 10:05 am.