

LA Chairs Meeting Minutes

20 February 2018

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

Absent: J. Beeby, R. Gennaro, R. Rowland

Meeting began at approximately 8:55 a.m.

I. Approval of Minutes

6 February 2018

E. Wasserman moved to approve the minutes, V. DeCoster seconded, all members voted in favor.

II. Curriculum Petitions

- ARTH 343: Renaissance Art, Course Modification Petition (J. deJong)
 - The proposed revision adds ENG 201 as a prerequisite. J. Hardgrave moved to approve the modification, J. Galbus seconded, and all members voted in favor.
- INST 302: Travel Writing, Course Modification Petition and INST 497: International Studies Capstone, Course Modification Petition (D. Hitchcock)
 - The proposed revisions add ENG 201 as a prerequisite to both courses. S. Rode moved to approve the modifications, E. Wasserman seconded, and all members voted in favor.
- Communal Studies Minor: New Program Petition and HIST 222: Roots of Communalism, New Course Petition (J. Hardgrave)
 - J. Hardgrave explained that since the founding of the Communal Studies Center in 1976, it has grown and brought in scholars from diverse geographic and professional backgrounds. The proposed minor has been designed to suit the interests of visiting scholars, USI students, and the public and touches on relevant interdisciplinary issues such as communities, sustainability, and eco-villages. HIST 222 is proposed as the introductory course for the minor. J. Hardgrave advised that student learning outcomes will be added to Curriculog before the program moves forward. Both petitions passed by a unanimous voice vote.
- Political Science Minor: Program Modification and POLS 385, Course Modification Petition (O. Armeanu)
 - The proposed Program Modification involves the elimination of two electives, reducing the minor from 24 to 18 credit hours. The proposed revision to POLS 385 involves requiring interested students to obtain the consent of the instructor before enrolling and changing the name of the course from “Western European Politics” to “European Politics.” S. Rode moved to approve the modifications, V. DeCoster seconded, and all members voted in favor.
- Sociology: Program Modification, SOC 311: Social Networks, New Course Petition, SOC 471: Capstone, New Course Petition, SOC 435: Simulated Games of Society, Course Deletion Petition (A. Buck)

- The proposed Program Modification involves the addition of a capstone, which yields a greater sense of progression. A seminar class has been removed in order to accommodate this addition, but students will still receive the benefits of a seminar-style experience from other departmental course offerings. The other petitions involve making two “special topics in sociology” classes into stand-alone courses. SOC 435 is poised for deletion, as it has not been offered in ten years. M. Dixon asked if the addition of the capstone requirement would change the program’s assessment plan. A. Buck replied affirmatively, stating that under the current system, some key indicators have not been met, and this modification creates more efficient points of entry and exit for assessment. All petitions passed by a unanimous voice vote.

M. Dixon thanked the members of the curriculum subcommittee for their work in reviewing these curricular petitions at such a busy time. He noted that there will be more petitions to review at next week’s meeting, which is the final time at which to approve any changes before the Provost’s Office deadline of 2 March. S. Rode commented that relevant Curriculog emails are directed into her Clutter folder. M. Dixon explained that many emails generated from off-campus addresses end up in this folder but that there are ways to change the Outlook filters. A. McKibban stated that the junk auto-filter may simply be turned off to avoid missing important messages.

III. Strategic Initiatives: Spring Events with Freshmen

M. Dixon asked Chairs to discuss departmental plans for spring Freshmen Initiative events, which are meant to connect first-year students with upperclassmen, rather than faculty. J. Galbus explained that Sigma Tau Delta, the student-run English Honor Society, is currently planning the department’s event. Similarly, J. Hardgrave described the efforts of the history department’s Honor Society in organizing various events for freshmen recruitment, including tonight’s career event and next month’s graduate school event. A. Buck added that his department’s Honor Society has selected a sociologically themed movie, which they plan to screen at a pizza party. M. Dixon remarked on the emergent trend of coordinating these events through academic clubs or honor societies associated with the major and noted that this is a good model to follow.

IV. Fall 2018 Schedule

M. Dixon advised that the final version of the Fall 2018 schedule will arrive today, with a deadline of this Friday, 23 February at 10:00 am to make any last minute adjustments. K. Oeth noted that at this stage, these should be minor revisions, rather than major changes.

V. Announcements

M. Dixon reminded chairs that progress reports and non-attendance withdrawals are due Wednesday, 21 February, at 4:30 pm. He asked that chairs turn in any record of faculty scholarly works to him before Spring Break so that he may submit them to Amy Chan Hilton by 7 March. Finally, he noted that on dinners with candidates or other such occasions, the maximum reimbursable tip for meals is 15%, while the maximum tip reimbursed by the Foundation for the purchase of alcoholic beverages is 20%; there is no guarantee on reimbursement for any amount beyond these parameters. A. McKibban observed that such a low threshold for gratuity reflects poorly on the University.

V. Morgan announced that contracts are needed for any outside guests scheduled to come to campus, regardless of whether or not they receive compensation. She explained that the University has tightened its policies on contracts because of associated liability issues. K. Oeth asked if local, volunteer, in-class guest speakers need contracts, to which V. Morgan replied that she would double check.

On behalf of R. Rowland, M. Dixon asked chairs to ascertain whether students in their departments have four-year plans relevant to their majors. If chairs notice students in need of an updated four-year plan, please refer them to the Advising Center where these students can make appointments with a peer advisor to complete a four-year plan. M. Dixon commented that if chairs ask each faculty member to check on their own assigned advisees, this process should not be too cumbersome.

K. Benedict announced several upcoming events including Mandela Social Justice Day (21 February), the LA Colloquium Series and the Lawrence Library Exhibition Reception (both 23 February), and a lecture on Chicana Muralism sponsored by the Society for the Arts and Humanities (28 February). S. Vogl-Bauer announced the 2018 Social Media Symposium (22 February), as well as High School Media Day (23 February), which has 175—200 registered participants. M.L. Stoll announced that the Philosophy Club and V-Day USI will present a benefit reading of Eve Ensler's *The Vagina Monologues* on Thursday, 22 February and Friday, 23 February at 7 p.m. in Forum III. A. McKibban announced that SAGA is hosting writer/activist/art educator Kavi Ade, who will speak this evening at 6 p.m. in Forum I. V. DeCoster announced that 16th Annual Spring Social Work Conference will be held Friday, 2 March in Carter Hall. Finally, M. Dixon announced that the next installment of the Budget Hearings will be held this Friday, 23 February, at 9 a.m. in Mitchell Auditorium.

Meeting adjourned at 9:35 a.m.