**LA Chairs Meeting Minutes**

10 August 2018

**Present:** O. Armeanu, C. Baker, J. Beeby, A. Buck, J. Hardgrave, D. Hitchcock, K. Hochgesang, A. Mark, V. Morgan, K. Oeth, O. Popescu Sandu, M. Roberts, S. Rode, R. Rowland, T. Schroer, S, Vogl-Bauer, E. Wasserman, K. Waters

Meeting began at approximately 8:30 a.m.

**I. Welcome and Introduction (J. Beeby)**

J. Beeby called the meeting to order and had everyone go around the table to introduce themselves.

**II. Banner 9 Training (L. Trible)**

L. Trible provided a presentation that covered Banner 9's new features and the changes from Banner 8. Any questions that the Chairs had were answered, and L. Trible offered to come to departments if needed.

**III. Budget Presentation (M. Roberts & V. Morgan)**

M. Roberts & V. Morgan's presentation included a demonstration on how to access departmental budgets through myUSI. They emphasized that budgets should be checked weekly and Chairs should understand that transfers can take months to go through.

Travel Authorization Form: Faculty should fill the Travel Authorization Form out completely when turning it in, including the correct information, if students are going, and how many faculty members are going. Chairs should collect faculty travel plans for the year. There is supposed to be 60 days between the time the form is submitted and the time they travel. The Chair must sign the form, meaning that there is a plan for class coverage. If there are any personal days, a daily log must be kept. A testimonial should be written if using College and Foundation funds. Lastly, no personal memberships will be covered, only registration fees.

Supplies: Books are not to be purchased for individual faculty use, only for research, class, or students. Faculty need to request desk copies ahead of time. Any purchases should go through BuyUSI, and Guy Brown purchases should go through the department's Administrative Assistant, who will cart forward the order to V. Morgan.

Budget Transfer Form: This form is to help transfers go smoothly. The Foundation waits to transfer funds until the end of the fiscal year in order to accrue interest (not including student awards). At the end of the fiscal year, the College covers deficits in departmental budgets. Faculty should only submit the form once, even if it is taking a while to clear.

Funding and Event Request Form: A new online Qualtrex form is now available on the College webpage under Faculty Resources.

New Technology Request Form: This form is for new computers, printers, software, etc., and can be submitted to M. Roberts, K. Hochgesang, and Paul Kinner. M. Roberts is working on getting an online Qualtrex form.

If Chairs have questions about budget, they should contact someone in Liberal Arts first before asking people in different departments. V. Morgan then ended the presentation by showing the Chairs how to access said forms on the Liberal Arts webpage.

**IV. Dean's Announcements (J. Beeby)**

Budgets remain the same as last year, but they could change in the future.

Personnel Decisions: The due dates provided are specific and firm. It is important that the Chairs' letters are clear and based on evidence, such as reviews and recommendations. Committees need to clearly state their recommendations.

Syllabi Review Protocols: As Chairs, they should review all department syllabi, which should include office hours, grading, assignments, and offices to contact if there are issues. Chairs should have a copy of the syllabi, made by Administrative Assistants. Administrative Assistants will ask for a copy of each faculty member's office hours to organize into the M: Drive. There is an updated syllabus template that can be found on CETL's webpage. Faculty members should post and hold their office hours.

Chairs Council Meetings: The meetings will not occur every week because Deans are now invited to President's Council Meetings that occur at the same time every other week as the Chairs Council Meetings. The Chairs Council Meetings will now take place every other Tuesday morning from 9-10:30 and on Thursday mornings of the week in between as needed.

Strategic Initiative: The Strategic Initiative will remain the same as last year. Retaining students is critical. UNIV 101 professors will be required to meet one-on-one for approximately 15 minutes with their students by the end of the third week. Faculty should be sure to fill out Early Alerts. There will be a Freshman Advisory Council, and Chairs will be asked to nominate students. UNIV 101 students will be encouraged to attend the Kate Tombaugh event, and there will continue to be events with faculty and freshman students with declared majors.

Funding for faculty research travel is the same as last year ($900), but J. Beeby is working toward increasing that amount to $1000 total (department and college).

Celebrating Faculty Research: A showcase will take place in the Kleymeyer Hall of Presidents in Rice Library during the week of October 15-20. Faculty members' artwork, portfolios, and books will be displayed, and a reception hopefully with President Rochon will take place at some point during the week.

Instituting Awards for Faculty: This Spring, J. Beeby will present awards to faculty members for outstanding achievement, research, advising, and teaching. It is important to celebrate excellence; therefore, a wall of fame, similar to that in Pott College, will be constructed in the Liberal Arts building.

**V. Administrative Staff Updates (K. Oeth)**

K. Oeth provided a job description for those in the Liberal Arts Main Office, as well as what is expected of departmental Administrative Assistants. She then discussed the search process and presented a new hiring checklist.

**VI. Dean's Announcements (J. Beeby)**

The Art & Design Chair search has been approved for hiring. S. Rode will lead the search.

One-time money requests are due by November 1st.

Faculty Absences: Faculty should call their Chair or the Main Office to let someone know that they will be out sick. If they know of their absence beforehand, it is preferred that the faculty member tells someone in person.

Enrollment: J. Beeby will monitor enrollment this semester. Some of our online cap is lower than in-person, where it should not be the case. Class caps should be consistent.

Faculty Load: Faculty members should have a full load of classes.

Diversity Committee: J. Beeby will be asking for faculty nominees to serve.

Searches/Retirement: Faculty should talk to the Dean if they wish to retire.

Marketing Coordinator: Three people were interviewed for the position. The preferred candidate has verbally accepted the offer, but the decision will be finalized within the next week.

USI's new website will be live on August 14th.

Departmental Meetings: J. Beeby asked if Chairs would like to invite him to a departmental meeting early in the Fall. He would like to hear faculty opinions and questions.

Advisory Committee: There will be a Regular and Freshmen Advisory Committee. Chairs should send their nominees to J. Beeby and K. Hochgesang soon. The best representatives of the department should be chosen. These meetings will take place on Wednesdays at lunch time.

Support of Faculty Research: The Foundation has agreed to support faculty research as they did last year. The Provost also supports faculty travel. If faculty members want support from either source, they need to talk to J. Beeby beforehand.

Numbers: The College numbers are slightly down. 7,215 students are registered for the Fall as of August 9, 2018. Out of those students, 1,704 are in Liberal Arts, 1,237 are in Business, 1,840 are in Nursing, 1,844 are in Pott College, and 590 are in Education. These numbers include all students, not just freshmen. Credit hours are down an estimated 2,000 credit hours. Now is the time to think about adding graduate programs in Liberal Arts areas. It is probable that first-time, full-time freshmen will be down from last year's record-breaking number, but the numbers are lower than average in Liberal Arts. Our retention rate went up 12%, but we are down close to 75 students from last year with 299 freshmen students coming in this year. Bachelor of Professional Studies and Social Work numbers are going up. Based on inquiries online, it appears that Fall 2019 student numbers may go up.

The Rotation of Lecture Series and Fall 2018 Important Dates are provided in each person's folder.

Committee Assignments: T. Schroer will be the Curriculum Committee Chair. O. Armeanu, S. Rode, and A. Buck will be on the LA Curriculum Sub-Committee. S. Vogl-Bauer, J. Galbus, and E. Wasserman will be on the LA Honors Awards Committee. P. Raymond, A. Montz, and W. Durham will remain on the CLAFDA Committee. D. Bauer, J. Jensen, S. Gupta, and D. Black will remain on the LARA Committee. M. Stacer will not serve on this committee because she is on sabbatical; therefore, any nominations for a replacement should be given to J. Beeby.

Approval of Minutes: E. Wasserman moved to approve the minutes from 24 April 2018, T. Schroer seconded, and all members voted in favor.

Convocation Day: A schedule was provided for Student Convocation Day taking place on Friday, August 17th. Chairs are expected to attend and invite their faculty.

**VII. Best Hiring Practices Presentation (S. Will & S. Jackson)**

S. Will provided an overview of search committees, affirmative action, document retention, postings/advertisements, application materials, and references. The search committee portion was divided up into sections, such as legal accountability and their role that includes confidentiality and conflict of interest. The presentation will be emailed to those in attendance at a later date.

J. Beeby mentioned that official transcripts should be provided by candidates as soon as possible. Also, when providing information to J. Beeby, the candidates should not be ranked but rather a list of their strengths and weaknesses given from the Committee and Chair.

**VIII. Open Items from Chairs**

S. Vogl-Bauer suggested that scholarships be addressed in the future with a clarification of AwardSpring.

R. Rowland said that Chairs should email names of faculty members that will advise in the Fall. The Chairs agreed that they want Renee to continue doing provisional contracts for students who may need help passing classes. Chairs should give faculty office hours to their Administrative Assistants by August 24th, and the Administrative Assistants will then give the office hours to R. Rowland. Students who change their major and no longer have a four-year plan should be sent to the Advising Center to get a plan in motion.

Meeting adjourned at 3:05 p.m.