**LA Chairs Meeting Minutes**

4 September 2018

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

Meeting began at approximately 9:00 a.m.

**I. Approval of Minutes, 10 August 2018**

E. Wasserman moved to approve the minutes from 10 August 2018, T. Schroer seconded, and all members voted in favor.

**II. CLA Updates and Reminders (J. Beeby)**

J. Beeby mentioned important deadlines that the Chairs should be aware of. Faculty requests are due by September 5th and should include as much information as possible, like course and enrollment information, especially considering a new Provost is in office. Travel plans for faculty are due by September 15th. Those should be given to J. Beeby to give to V. Morgan in order to establish the funds for each trip. If faculty would like to take a class to study abroad, those requests should be turned in by Fall Break (October 8th-9th). Nominations for the advisory boards, freshmen and regular, and due by September 15th. If Chairs do not know many freshmen, they should ask the opinions of faculty members teaching UNIV courses.

J. Beeby requested that the Chairs work with K. Oeth to invite him to a department meeting. The Center for Interdisciplinary Studies Review Committee has met and will meet throughout the semester to review and discuss the future of the center. Tenure and promotion committees have already been sent to J. Beeby.

J. Beeby also provided a university-wide enrollment update from the President's Council.

**III. Announcements (M. Roberts & K. Oeth)**

M. Roberts mentioned that Early Alerts are due by September 12th at 4:30 p.m. These are required for all 200-level and below courses that last the entire semester, along with UNIV courses. Chairs should remind their faculty that the financial manager on Copy/Print Services orders should be the Chair. Chairs should also double check that syllabi are on file. The first edit of schedules and fees come on September 11th and are due back on September 17th at 10 a.m.

With K. Arwood moving into the Marketing Coordinator position, other Administrative Assistant reassignments have taken place: Dawn Paris will now take over the Bachelor of Professional Studies Program, Naomi Ruder will now take over the Political Science, Public Administration, and Philosophy department, Ziporah Rascoe will now take over the World Languages & Cultures department, and Maria Nguyen will now take over the Criminal Justice department. Two job postings in the Main Office are currently online, one as an Administrative Assistant at the front desk and one as a Senior Administrative Assistant, as K. Hochgesang is moving to a different position in Admissions on September 10th. J. Beeby mentioned that any requests for K. Arwood should go through the Chair, then J. Beeby, then K. Arwood. K. Arwood plans to create ads, videos, and more in order to reach alumni, current, and perspective students. K. Arwood asked that the Chairs send her links to their department alumni pages on Facebook; however, she will not be taking these pages over. M. Roberts mentioned that Funding and Event Request Forms filled out online will also be sent to K. Arwood.

**IV. Advising Center Updates (R. Rowland)**

R. Rowland found 49 undecided junior and senior students with a 2.0 or higher that have taken classes toward a Liberal Arts degree but have yet to declare a major. R. Rowland contacted those students via email to get them to declare a major. R. Rowland also emailed 231 first-semester juniors to make sure they are on track for graduation. Chairs may be emailed to assign those students an advisor. R. Rowland emailed a list of students who do not have or have the wrong advisor to Administrative Assistants this morning. If students have more than one major, they should have one advisor for each major. As for the Change of Major forms, those should not be given back to the students; instead, have the student sign the form and give it to the Administrative Assistant to make sure it is completed correctly and not lost in the process.

**V. Graduation Progression (J. Beeby & R. Rowland)**

R. Rowland provided a handout with enrollment numbers. Enrollment declined last year in the College of Liberal Arts. There are 81 fewer freshmen, 9 fewer transfer students, and 92 fewer students altogether. The number of undecided students have either remained the same or declined, and long-term trends are down. USI is facing competition from the bigger universities in Indiana, such as Purdue. J. Beeby asked the Chairs to think about ways to help recruit more students. We could possibly travel to high schools to talk about the programs offered, or we could recruit once the students are on campus. S. Rode mentioned that USI is not aware of how to recruit as a tuition-driven institution; so, faculty members who have experience from other tuition-driven institutions should be placed on committees to discuss recruitment strategies. E. Wasserman mentioned partnering with Admissions to discuss and observe recruitment. J. Beeby assured the Chairs that the four academic Deans are working together on recruitment.

Historically, the College of Liberal Arts' retention rate is lower than the university average. Last year, CLA retained 71.7% of its students, which is higher than the university average of 70.3%. The College's 2017 goal was to retain 70% of students. Chairs were asked to think about retention strategies. J. Beeby mentioned the possibility of sophomore holds. Theatre, History, and Art & Design already have sophomore holds in place. J. Hardgrave mentioned that he noticed less students meeting with their advisors; therefore, they put a hold on students' accounts if they have 60 or less hours. J. Beeby stated that more departments can put on sophomore holds if they would like to, but faculty members have to be available to meet with those students. By next meeting, those departments considering using sophomore holds should contact J. Beeby and R. Rowland. R. Rowland has put advising center holds on students' accounts if she notices that they have a major but are taking other courses. The hold allows R. Rowland to meet with those students to figure out what is happening. J. Beeby discussed the professional advising (by the Advising Center) versus faculty advising model that is currently in place, where the Advising Center will advise the students for freshman year and faculty members will advise the students for sophomore, junior, and senior year. The question is whether the model should be continued or whether it should be reevaluated to determine if professional advisors should advise all students regardless of classification. E. Wasserman mentioned that the continuation of the model depends on the faculty-to-student ratio; the Theatre department places a hold on students' accounts for all four years in order to build a relationship and track progress. S. Vogl-Bauer offered the idea of having department master advisors and a master marathon advisor day, where an assembly line of people would be in charge of different advising aspects, which would make the advising process all at once rather than over the course of several weeks. C. Baker mentioned that having four-year plans for the students is extremely helpful. T. Schroer brought up that advising can take up a lot of time, and he believes that having the Advising Center take over all students would create a better quality of advising. J. Beeby and R. Rowland mentioned that there are 1,862 primary majors, and all advisors could be located in the Advising Center as long as they had four advisors along with Arlene. By using the advising calendar, R. Rowland was positive that the advisors would not be overwhelmed with too many students. S. Rode expressed concern about students' four-year plans if they have two majors. R. Rowland assured that the two majors should be combined rather than having a separate four-year plan for each major. A. Buck said that he would like to see a two-tiered system in which faculty can still see the students if needed or wanted. J. Beeby agreed. R. Rowland mentioned that the Advising Center knows the Core classes, but the faculty members should advise more on the major, electives, and graduate school.

**VI. Open Items**

J. Beeby stated that the Deans will be meeting with the Provost about Spring Awards. R. Rowland also asked that the Chairs double check graduation paperwork to ensure that no mistakes are made or portions are forgotten.

Meeting adjourned at 10:20 a.m.