**LA Chairs Meeting Minutes**

18 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, M. Roberts, S. Rode, R. Rowland, T. Schroer, S. Vogl-Bauer, E. Wasserman, K. Waters

**Absent:** K. Oeth

Meeting began at approximately 9:00 a.m. with a welcome by J. Beeby.

**I. Active Shooter Training (S. Preston)**

J. Beeby welcomes S. Preston, new assistant director for Public Safety. A video called “Shots Fired” on how to respond to an active shooter on college campuses is shown. S. Preston mentioned that USI has upgraded their safety by adding new locks and on campus Vanderburgh County Sherriff’s officers. The “see something, say something” was mentioned and reiterated to contact Public Safety first and to fill out a Care Team form. After the video, a Q&A session was held where topics such as window breaking tools, open carry of a weapon, drills, and whether to fight or run options were discussed. S. Preston is happy to attend department meetings.

**II. Approval of Minutes, 4 September 2018**

E. Wasserman moved to approve the minutes from 4 September 2018, T. Schroer seconded, and all members voted in favor.

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

J. Beeby thanked all faculty members for doing their Early Alerts. M. Roberts sent an email to the Chairs and faculty members that still had some left undone. Travel plans are to be sent to J. Beeby as soon as possible. The College of Liberal Arts awards deadline is November 20th and Chairs will nominate colleagues in their departments for an “Excellence in Research and Creativity” award and an “Excellence in Teaching” award. J. Beeby stated that there could be multiple nominations but that a one-page description on why that faculty should be awarded is needed with each nomination. J. Beeby will determine who the winner of the “Deans” award. The awards will be handed out at the College Spring Meeting. The next CLA Chairs Meeting is on October 2nd and the curriculum changes by the Criminal Justice and Bachelor of Professional Studies departments will be ruled on then. The Celebration of Faculty Research and Creativity will be on the 4th floor of the Library the week of October 16th where faculty members should turn in any materials they would like to K. Arwood. UNIV 101 students were advised to visit the event if possible. A reception will be held with an invitation to President Rochon. Advising Holds for sophomores was discussed. R. Rowland mentioned that the requests for holds should go to her with a Cc: to J. Beeby.

**IV. Announcements (M. Roberts)**

M. Roberts stated that the Open House representative names are due to her by October 1st. Having the faculty with the most experience would be more beneficial for this event. Students can help as well answer any questions that the guests may have. The Student Advisory Council and Freshman Advisory Council meetings will be commencing soon and the student names for each department are needed as soon as possible. M. Roberts mentioned that there will be a change in the student worker time sheet process. The pink sheets should be signed by the supervisor of the student worker in their area and then sent the Administrative Assistant for that department before being sent to the main office of the College of Liberal Arts. This will allow for better tracking of hours. Students can work a maximum of 20 hours per week.

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

R. Rowland provided a handout with unofficial enrollment numbers end-dated September 14th. Withdrawal of students from classes and the university all together was noted. Early Alert emails were sent to 354 students on Saturday, September 15th for those that had D, F, or non-attending grades. The advisors were copied on the email and if no advisor was listed, then the Chair of the department was listed. Only First Major students were sent an email. R. Rowland will place the names of students on the M-Drive. An article regarding advising was included on the enrollment handout for Chairs, to read for the next meeting. J. Beeby mentioned that if students are struggling financially that they should let someone know and ask for options to keep from any withdrawals.

**VII. Open Items**

J. Beeby mentioned meeting Chairs about open positions. The Provost is aware of these open positions as well. One time money requests are due by November 1st. If any Chair or faculty member has a question about the tenue or promotion process, they can talk with J. Beeby or CETL. Portfolio reviews are in the process at this moment. The main office conducted interviews for the Senior Administrative Assistant, and the designated applicant should start within the next two weeks and will have a placement at the main office front desk. K. Waters asked about the process of the Freshman College Initiatives and if there was one held per semester. J. Beeby stated that there will only be one per year and that a Funding and Event Request form should be filled out prior to the event. There is no set monetary amount designated for this event, however, they should be beneficial for student engagement. O. Armeanu mentioned that the Berger Lecture was taking place on Thursday. K. Arwood mentioned that she is working on the marketing of different departments on Twitter, Facebook, and LinkedIn and that they should have updated websites now. She mentioned sharing these pages to UNIV 101 students so that they can join and share different events.

Meeting adjourned at 10:32 a.m.