

LA Chairs Meeting Minutes
November 27, 2018
LA 3005

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

Absent: K. Arwood

Meeting was opened at 9 a.m. by Dean Beeby.

I. Approval of Minutes - October 30, 2018

E. Wasserman motioned to approve minutes; J. Galbus and S. Rode simultaneously seconded the motion.

II. Working Retreat (A. Montz)

Amy Montz presented information for a proposed "working retreat" on campus. Participants would work on individual research projects dedicating six hours a day during a single week of summer break. There is no stipend for participants, but the retreat's goal is to promote collaboration across departments and provide support among colleagues through daily progress discussion (attachment 1).

III. Advising Center Updates (R. Rowland)

R. Rowland distributed advising enrollment numbers and orientation registration numbers. She asked departments to identify a faculty member to assist with transfer orientation questions/meet with students. She also reported a listing is posted each Monday for students who have not registered for the spring term. The listing notes holds and Bursar balances that prevent students from registering. The LA advising center is contacting students planning to graduate Spring 2019 to ensure the students have all credits required for degree completion (attachment 2).

IV. Announcements (M. Roberts & K. Oeth)

- December 11 – scheduling data for Fall 2019 is due to AAs
 - Final Exams (December 6-12) reminders: De-stressor event is scheduled for Thursday and Friday in LA; Faculty must be present for final exam
- Adjunct contract deadlines: contracts mailed/distributed Dec. 6; must be signed/returned by Dec. 21.
- Final grades are due Monday, December 17. This dates and others were provided in hard copy (attachment 3)
- Announced AA coverage adjustment: Naomi Ruder in Art & Design for remainder of semester.

V. CLA Updates and Reminders (J. Beeby)

- One-time budget requests are due this week
- Nominations for college awards to be presented at all-college spring meeting are due
- Tenure and promotion candidates will be reviewed and forwarded to Provost in early spring
- Intro level classes should be capped at 30, unless there is a special reason to lower the cap. Upper level classes may have a lower cap. Online and in person class caps must be the same.
- Graduate course enrollment should be monitored for better class sequencing – grad students tend to register toward the end of the registration period

VI. Open Items from Chairs

- **Student Scholarships** – J. Beeby gave an update: Awardspring software is not very good; once USI contract concludes a different software package may be implemented; one reason a software program was adopted was to insure fairness in selection (an audit cited that monetary awards must be documentable as fair for all applicants). Information about awards should be ready in early January and decision will be made in March. Awards will be presented in a university-wide event that will be an hour in length.
- **Teaching loads** – J. Beeby reminded all that full-time USI employees who also teach as adjunct instructors for our college, are limited to teaching six hours/per semester. USI hiring guidelines permit adjunct instructors to teach up to nine hours a term, but we limit it to six for our college.
- **“Test-in-credit” policy/language placement test** – S. Rode distributed information about Language placement tests and encouraged anyone advising a student who took a language in high school to consider the placement test (attachment 4)
- J. Beeby reminded all this is a stressful time in the semester, so please help new faculty and students
- **Personnel Reviews** – J. Beeby noted Instructors do have an official review process. Faculty Annual Reports (FARs) serve as a review for instructors and faculty. Kathy Oeth will confirm and follow up with chairs regarding forms to use.
 - S. Volg-Bauer asked about review processes for faculty, post tenure. J. Beeby answered that action would require a university wide policy.
- J. Beeby thanked Aimee Mark for her service as acting chair of the Psychology department this fall; and noted David Hitchcock would be on sabbatical in the spring.
- A memorial service for Virginia Thomas will be held January 15 in the McCutchan Arts Center/Pace Galleries.

Meeting adjourned at 10:35 am

Attachments:

- 1 – Working Retreat May 13-20
- 2 – Advising Center enrollment report
- 3 – Important Deadlines
- 4 - Test in credit policy/language placement test

WORKING RETREAT
MAY 13-20, 2019
CONTACT: AMY L. MONTZ

A Working Retreat for 15 faculty members in the Liberal Arts, open to all full-time faculty to apply for a spot. Application will consist of a description of the project, a timeline of the work to be completed during the retreat, and a rationale for why the retreat will be a useful experience for the faculty member. Chosen faculty will sign a contract agreeing to complete the work on campus, during the retreat, to meet every day during the retreat, and to work from 9:00-4:00 every day for a week. If a faculty member is scheduled to teach during Summer I, this does not exclude them from applying and/or participating. However, they will need to include how they will complete 6 hours of work a day in addition to their teaching schedule.

This retreat will be a week-long working retreat during which faculty agree to meet every day to discuss the progress made on the project. On the first day, Monday, faculty will meet early for breakfast (provided by the College) and discuss their projects. Then, faculty will disperse to their individual work spaces and work all day on projects, and meet again in the afternoon for snacks (provided by the College) to discuss progress. On the Monday of the next week, one full week later, faculty will meet for lunch (provided by the College) to discuss the progress made.

Because of the shared information across departments, this type of retreat will encourage community in the College of Liberal Arts as multiple departments come together to work and share their ideas. Project descriptions will be distributed on the first day so everyone knows what their cohort is working on. It is the intention of the retreat that such sharing will lead to collaboration on projects or teaching after the retreat concludes. Such a retreat is a great way to let the College of Liberal Arts faculty know about the good works being done in all departments.

The projects should be creative or academic related, not teaching or classroom related. Teaching pedagogy research is, of course, welcome.

APPLICATION PROCESS (adapted from the College LARA application)

Application Process: Please turn in a digital copy (almontz@usi.edu) and hard copy (Amy L. Montz, English Department). The application should be 12-point Times New Roman font and have page numbers and the applicant's name on all pages. It should contain the following sections:

A heading including proposed title, faculty name, and faculty rank. This Retreat is open to all full-time faculty in the College of Liberal Arts.

An **abstract** of the project (250 words maximum), written so that individuals who are NOT experts in your field can understand it.

Indicate the **significance** of the project to your scholarly agenda (250 words maximum). If this is a component part of a larger work, indicate the place of this project in that work.

Indicate how the project relates to existing scholarly work and why the project might be of **interest to others** in the profession (250 words maximum).

Give a detailed **timeline** of your planned work on this project, including any additional time outside of the award period or work already completed. Identify the scope and extent of work to be completed during the Working Retreat and its place in the overall project. This estimate should be realistic about the amount of work that can be accomplished during the award period.

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If the applicant is teaching in Summer I, please include how you plan to complete six (6) hours of work for the Retreat while still teaching. (500 words maximum).

If the proposed project has multiple authors or investigators, specifically **identify the work that will be completed** by the applicant, and the place of this component in the overall project. (100 words maximum).

Identify **specific outcomes** for the project, including the outlet and proposed date of submission. Examples of viable outcomes include submission of an article in a peer-reviewed journal or an essay in a collection; a paper proposed to be presented at a scholarly conference; a monograph submitted; a creative work that will be submitted for publication, presentation, or showing in a peer reviewed venue. (100 words maximum).

A brief **curriculum vitae** showing education, degrees earned, publications, presentations, and previous grants, fellowships or awards. (2 pages maximum).

TIMELINE:

FEBRUARY 1st

Applications due to Amy Montz and Melinda Roberts.

FEBRUARY 14th

Decisions made on participant pool. Rubric will be applied, adapted from the LARA rubric.

MAY 13

8:00-9:00 a.m. – breakfast and coffee—share projects, brief discussions of timelines

4:00-5:00 p.m. – snacks—debrief on the day's work, share goals for the next day

MAY 14

4:00-5:00 p.m. – snacks—debrief on the day's work, share goals for the next day

MAY 15

4:00-5:00 p.m. – snacks—debrief on the day's work, share goals for the next day

MAY 16

4:00-5:00 p.m. – snacks—debrief on the day's work, share goals for the next day

MAY 17

4:00-5:00 p.m. – snacks—debrief on the day's work, share goals for the next day

MAY 20

12:00-1:00 p.m. – lunch—debrief on the week's work, discuss what next with Cohort

OF NOTE:

- The applicant should be realistic about the amount of work to be completed during the one week time frame.
- Applicants should be willing to share their work with the cohort.

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- There will be “write ins” across campus during the week, in labs and in open airy spaces on campus. This will give the cohort an opportunity to work together.
- There is no stipend offered for participation. Food and snacks will be provided during the week as a time to come together to discuss progress.
- Amy is meeting with Amy Chan-Hilton to see if/how CETL can participate or be of help.

ORIENTATION		
MAJOR	TRANS	NEW
ART	4	1
CRJ	1	2
CST	3	1
ENGT	1	
HISY	2	
HISY		1
POLS	1	2
PRSW	2	1
PSY	2	
SPAN		1
TOTAL	16	9

ENROLLMENT #S		
MAJOR	FALL 2018	SPRING 2019
ANTH	28	26
APST	5	3
ART	183	141
CRJ	173	145
CST	90	65
ENG	60	49
ENGT	69	47
FREN	3	3
FRNT	1	0
GERM	5	4
HISY	117	87
HSBS	1	1
IDVS	64	45
INS	23	15
JRN	24	20
PHIL	6	2
POLS	67	49
PRA	121	93
PRSW	96	74
PSY	333	254
RTV	62	44
SOC	19	14
SOCW	124	115
SPAN	16	13
SPNT	8	7
SSCA	4	0
THTR	74	51
VART	24	18
Grand Total	1800	1385

Important deadline dates for Chairs - 2018

Friday, November 30 – new student and transfer orientation

Saturday, December 1 – College promotion recommendation due to dean

Thursday, December 6 to Wednesday, December 12 – Final Exams

Thursday, December 6 – Adjunct and overload contracts distributed to faculty

Tuesday, December 11 – deadline to turn in fall schedule to AA for data entry

Thursday, December 13 – Chairs Council and LA AAs breakfast – 8:30 am – location TBA

Monday, December 17 – 10 am Final grades must be entered

Friday, December 21 – Signed contracts for Adjunct and Overload assignments due;
Names of provisionally readmitted students to Renee Rowland

Dear Colleagues, please encourage your students who have taken languages in high school to take the

Language Placement Test

(Testing time: 20 minutes max. The test is administered on a walk-in basis at the *Academic Skills Center*)

When students complete the course that they have placed into with a grade B or better, they will:

1. receive up to 12 credit hours for a \$25 filing fee
2. complete Core39 requirements
(foundation B.A. [diversity], or
B.S. World languages and cultures)