

LA Chairs Meeting Minutes
January 22, 2019
LA 3005

Present: K. Arwood, C. Baker, J. Beeby, S. Bengert, A. Buck, M. Dixon, K. Draughon, guest; J. Galbus, J. Hardgrave, A. McKibban, V. Morgan, K. Oeth, P. Raymond, M. Roberts, S. Rode, T. Schroer, S. Vogl-Bauer, E. Wasserman, K. Waters.

Absent: R. Rowland

The meeting was called to order by Dean Beeby at 9 am.

USI Strategic Plan 2016-2020

Chief Data Officer Kat Draughon presented information regarding preparations to create the university's strategic plan for 2020. This is important for university growth and it is part of the Higher Learning Commission's criteria.

- New metrics must be determined to create a plan that is more structured and useful.
- Chairs will be asked to provide data and review goals that were previously submitted.
- Draughon explained that they are trying to get a sense of where we are now as a university and how to move forward.
- Departments should determine if the goal they selected to focus on, one of these three: Excellence in Learning for the Entire USI Community, Access and Opportunity by Design, and Purposeful and Sustainable Growth, is still relevant or needs to be revised
- Chairs will receive an email asking them to supply data in the future. M. Dixon said he would forward previously submitted information to assist chairs with this request.

Approval of Minutes

K. Waters made a motion to approve the minutes of the November 27, 2018 meeting. S. Rode seconded the motion.

Advising Center Updates

J. Beeby delivered the Advising Center report in Renee's absence.

- Retention data will not be available until the census has been compiled, however it appears student numbers are down. Enrollment data, that only includes first majors, was provided in a handout (attachment).
- Three advisor positions across the university are currently being advertised in a single job posting. One of the positions will be stationed in the LA advising center.
- CETL will offer several advisor trainings this semester. The first workshop, Financial Aid from an Advising Perspective, is scheduled noon-1pm Monday, January 28 in UC 226-227.
- A. McKibban noted that the Vanderburgh Community Foundation offers scholarships that are not part of the USI award system, but they are available to our students. Deadline for scholarship application is February 8.

Honors Day Awards

M. Dixon reported Honors Day will be a campus wide, single-ceremony event, 5 p.m. March 18.

- Each department should turn in names of students receiving non-cash and cash awards for their department. This list is separate from the scholarships awarded through Foundation's Awardspring system.

- Correct names of award recipients should be turned in to M. Dixon before February 6.

Updates from the Dean's Office

Fall schedule creation is in process.

- The first draft will be available Monday, January 28; should be finalized by Thursday, January 31 as it must be returned to the registrar by 10 am Friday, Feb. 1.
 - Final proof will be received Friday, February 8 and should be reviewed by Tuesday, February 12; due to registrar 10 am Wednesday, February 13.
- J. Beeby reminded chairs:
 - No Full time faculty should be teaching three classes back to back
 - No full time faculty should have more than 50% of their load online
 - Make sure all full time faculty are scheduled for their full load
 - Room assignments: be mindful of location when faculty are scheduled for classes that back-to-back
 - Monitor graduate course enrollment
 - Class sizes: online and on-the-ground courses should be capped the same
 - Make sure enough classes are offered at popular times
 - Make sure the major is offering enough courses that enable students to graduate in four years
 - Make these decisions yourself – do not leave this work to the deans.

Deadline for FARS submission is February 12.

M. Dixon announced the following deadlines:

- A listing of department scholarly and creative works calendar year 2018 is due to M. Dixon by March 1
- Nonattendance reporting begins tomorrow (Wednesday, January 23) and closes January 30. One hundred percent compliance is expected; this is university policy and part of faculty's contractual duties
- Reflection Speaker selection for CLA Commencement is due to Sally Gries Smith by February 15. Please forward nominations (only one nomination per department) so interviews may be scheduled. The reflections speaker may be any type of student, but should be someone with a compelling story.

M. Roberts reminded chairs to review their budgets as we are at the halfway point of the fiscal year. Please send updates to her regarding transfers and other budget issues.

Announcements

J. Beeby reminded chairs:

- Please report any room issues. A number of broken chairs have been identified in classrooms. Faculty should be using teaching equipment (new technology) in renovated rooms, not pulling in old equipment (overhead projectors, etc.)
- Syllabi should have been turned in to AAs for filing
- First time adjuncts should be observed in the classroom by the chair and a memo sent to K. Oeth for their file; assessment of teaching after the adjunct's initial review may be performed by a qualified faculty member other than the chair

- A number of faculty searches are in progress so please make candidate feel welcome
- Professional development and travel plans should be filed in advance as we are halfway through the year; see V. Morgan if you need assistance with travel
- The university website continues to be updated slowly. The dean referenced K. Arwood's work on college web pages
 - K. Arwood requested a point person be appointed to represent each CLA department to assist with web page updating, marketing input, and communication needs.
- The dean is scheduling time to meet with first year faculty; additionally has two more department meetings to attend
- Curriculum issues
 - Undergraduate concerns should be address to M. Roberts; Graduate concerns, M. Dixon.
 - Retention remains our goal
 - Change of majors forms should be processed in a timely manner
- University searches include the Dean of Students, replacement for Dr. Kiessling's retirement in August, and a dean for the RCOB
- The dean's trip to Indianapolis was positive. Legislators seem optimistic and impressed with USI.

Open Items from Chairs

- J. Galbus noted that Mike Pence's niece is a Global Studies major.
- S. Vogl-Bauer inquired about one-time budget requests.

Dean announced the possibility of a need to meet next Tuesday, January 29.

The meeting adjourned at 10:19 am.

Attachment

1 – Advising Center Enrollment report

ENROLLED AS OF FRI, JAN 18 PRIMARY MAJORS ONLY SPRING 2019		
MAJOR	#S	DEPT
ART	166	ART 185
VART	19	
APST	5	BPS 65
IDVS	60	
CST	77	COMM 259
JRN	19	
PRA	109	
RTV	54	
ENG	58	ENG 110
ENGT	52	
PHIL	4	PSPAP 76
POLS	72	
PRSW	94	SOCW 216
SOCW	122	
ANTH	29	WLC 59
FREN	4	
FRNT	1	
GERM	4	
SPAN	14	
SPNT	7	
CRJ	163	
HISY	104	
INS	18	
PSY	295	
SOC	20	
THTR	66	
TOTAL	1636	

The advisor position posted on Friday afternoon. The 3 positions for LA, RCOB & Pott will be advertised at the same time using one search committee. Kristina Walker is the Search Chair. Each center's director is on the committee along with a college representative from the Dean's office. Our rep is Mel Roberts. As of this morning we have one applicant.

We have 464 juniors. The peer advisors are looking at each junior to ensure they have an accurate and current plan. Students who are not on track will be meeting with myself or Mark.

WORKSHOPS WITH CETL

Financial Aid from an Advising Perspective, Mon, Jan 28 noon-1:00pm; UC 226-227

New Faculty Academy: Student Advising & Mentoring, Part 1 ; Wed, Jan 30, noon-1pm; UC 2206

New Faculty Academy: Student Advising & Mentoring, Part 1 ; Thurs, Jan 31, noon-1pm; UC 2206