

College of Liberal Arts Council Meeting

21 November 2019

Approved

**Present:** O. Armeanu, K. Arwood, C. Baker, A. Buck, J. Beeby, S. Christensen Blair, T. Engbers (subbing for W. Durham) S. Gupta, J. Hardgrave, S. Hughes, J. Kiesel, A. McKibban, M. Nguyen, K. Oeth, M. Roberts, S. Rode, R. Rowland, T. Schroer, S. Vogl-Bauer, E. Wasserman

**Absent:** W. Durham

Dean Beeby opened the meeting at 10:00 a.m.

**I. Approval of Minutes: 24 October 2019**

E. Wasserman motioned to approve, C. Baker seconded, and all members voted in favor.

**II. Administrative Announcements and Updates (K. Oeth)**

K. Oeth noted that December 13<sup>th</sup> is the Chairs and Administrative Assistants breakfast. A meeting will still take place, but this will be a fun and sociable event. On Monday, December 16<sup>th</sup> is the deadline to turn in the fall schedule to administrative assistants for data entry. The administrative assistants will have a scheduling day in one of the LA labs to complete their data entry.

**III. Administrative Announcements (M. Nguyen)**

M. Nguyen discussed two topics: faculty travel and catering orders. Travel paperwork must be turned in a minimum of three weeks in advance to the Provost's office. If there are expenses that need to be paid in advance, then faculty should be sensitive to such deadlines and turn in their travel paperwork accordingly.

Catering orders must all be put into BuyUSI; there have been several instances where faculty fail to inform their administrative assistant to input the contracts into BuyUSI which can lead to cancellation of food orders.

**IV. Announcements and Updates (K. Arwood)**

The Focus Newsletter will be sent out today. Several highlights of the newsletter include Alex Bailey and their commemorative sculpture, Day of the Dead, John Paulson with Social Work, and Larissa, a global study/sociology student who is studying abroad.

K. Arwood would like to begin sending out monthly e-mails about events given that the College hosts so many. Please send to K. Arwood an e-mail about one month in advance if you wish to have an event included.

**V. Fair Trade USI (S. Gupta)**

S. Gupta discussed Ellen Topper's class who is leading the charge on making the University of Southern Indiana a Fair Trade campus. The University currently carries

many Fair Trade items such as coffee, tea, and sugar. At this time, USI checks off almost every section needed to officially become a Fair Trade campus but one more department needs to pledge to join.

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

Orientation is tomorrow and the College of Liberal Arts will have the most transfer students out of all Colleges, with 21 transfers and 10 new students. The next orientation will be on Thursday, January 9<sup>th</sup>. R. Rowland announced that students in need who owe around \$500 can have their bursar hold removed if they are able to pay around \$200 of their debt.

**VII. Announcements and Updates (M. Roberts)**

M. Roberts first provided updates on the progress of the religious studies minor. The curriculum for the religious studies minor will be finalized in January. Not all departments are represented in this minor so any department that feels they have a course that would be beneficial or fit into the curriculum should contact M. Roberts by December 31<sup>st</sup>. Syllabi must also be turned in at that time.

College course enrollments are not looking well. Currently there are 94 courses with less than seven students enrolled. M. Roberts suggested that Chairs look at their courses offered and to start making decisions on whether to cancel courses or to combine when possible. During this discussion, O. Armeanu commented that the typical popular times in which classes are offered have not been faring well this semester, i.e., 10: 30 a.m. – 11:45 a.m. courses.

Lastly, M. Roberts encouraged Chairs to tell their faculty to RSVP for commencement.

**VIII. Announcements and Updates (S. Hughes)**

S. Hughes announced the date of the Interdisciplinary Colloquium which will be on April 9<sup>th</sup>. The theme this year is “Filth and Foulness” – a call for papers and projects will be sent out. The event this year will invite under graduates and graduates for poster projects.

**IX. Announcements and Updates (J. Beeby)**

FARS: Due in Spring on February 14th.

Dean Beeby updated the Council on the New Faculty Workshop that was held on November 15<sup>th</sup>. The workshop went well.

The Recruitment and Retention Team that Dean Beeby will put together will be put on hold until next semester.

Hardcopies for College award nominations are due tomorrow.

Strategic Planning update: The committee looked at the survey responses regarding the core values and mission statement of the University. Updates will be given at the University Spring Meeting.

Bulletin Boards: In the past, each department had a bulletin board to display information or current events. Dean Beeby asked the Council if they would like to have bulletin boards reinstated and all members voted in favor.

CLA Spring Meeting: This year the CLA Spring Meeting will be held on Friday, January 10<sup>th</sup>.

Dean Beeby adjourned the meeting at 11:20 am.