

## LA Council Meeting Minutes

23 January 2020

### APPROVED

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

Dean Beeby opened the meeting at 9:02 a.m.

#### **I. Approval of Minutes – November 21, 2019**

Added T. Schroer, S. Rode, A. Buck, J. Hardgrave, and E. Wasserman as present in previous minutes. Minutes approved with correction.

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

Syllabi and office hours are due on Monday. Those who have not submitted their syllabi and office hours to their administrative assistant will be put on a list and sent to the Dean.

Important dates for scheduling and fee edits:

Feb. 3 – Fee edit and first edit of schedule will be sent to the College.

Feb. 6 – All edits (or approvals if no changes are needed) must be sent to your administrative assistant.

Feb. 13 – Second edit of schedule distributed to colleges for final changes.

Feb. 17 – Edits and final changes are due to the Registrar by 10:00 a.m.

Feb. 20 – Proof of schedule sent out for corrections (not edits)

Feb. 24 – Final proof of schedule due back to Registrar by 10:00 a.m.

Feb. 26 – Class schedule goes live.

K. Oeth handed out an updated hiring checklist. The checklist is not different but rather more accurate. The College is in the process of hiring an administrative assistant for the English department. Candace Young has been covering for the English department but for the next two or three weeks will cover in the mornings. Other administrative assistants will cover in the afternoon. K. Oeth will send out the schedule so Chairs will know when their administrative assistant may be absent.

K. Oeth reminded Chairs to request a transcript from candidates when they are invited to visit. Lastly, make sure, if the transcript is an electronic version, that the transcript is printable.

#### **III. Advising Center Updates (R. Rowland)**

R. Rowland reminded everyone to move along the graduation applications as quickly as possible; Change of Academic forms also need to be processed quickly as these affect enrollment numbers.

J. Beeby commented that there is a discussion to increase the number of students who can attend orientation. The more students that can attend orientation, the more we can get registered. Currently the College of Liberal Arts is the largest College due to the number of transfer students.

#### **IV. Adult Learning Task Force Update (W. Durham)**

Last Fall, Dean Ann White from the College of Nursing and Health Professions put together this program with the goal of increasing educational opportunities for adult learners. The Adult Learning Task Force focuses on how to better serve the adult learners on campus, especially considering the increased

number of adult learners. Their current efforts will be putting together an application for the Lilly Grant to assist this program. The Lilly Grant would be greatly beneficial as the grant should be self-sustaining and generates revenue.

#### **V. Announcements and Updates (M. Roberts)**

The Religious Studies Committee will meet this Friday in AC 220 at 3:00 p.m. Their focus will be on structuring the curriculum.

The College has hired a new IT Technician – Shad Schneider. Shad is currently working on smaller projects but replacements for computers will begin next month and ideally will be done by this semester. Computers are typically replaced after six years but in some cases, computers can be “rebuilt” with modifications. Consult M. Roberts if you are unsure if your computer should be updated.

M. Roberts will host a walk-in session for the Zoom Room on Monday. This will be a casual learning session to know more about some advanced settings such as how to add someone to the meeting or how to manipulate the camera.

Any curriculum or program changes need to be approved by the end of our February meeting. Feel free to send items to T. Schroer to overlook things. February 14 is the deadline.

#### **VI. Announcements and Updates (S. Hughes)**

Scholarships must be turned in on January 27<sup>th</sup>. Send the nominations via e-mail to S. Hughes and M. Nguyen. Several Chairs noted that the cash awards were missing from the scholarship list. S. Hughes will investigate this issue.

Bulletin edits are due Monday, February 10<sup>th</sup>. S. Hughes will send the bulletin to Chairs.

Angela Davis will be on campus February 5<sup>th</sup>. S. Hughes recommends notifying students to arrive early to the event.

#### **VIII. Announcements and Updates (J. Beeby)**

A Townhall with the Strategic Planning Committee will be held next week in Mitchell Auditorium. Questions for the Strategic Planning Committee may be submitted anonymously online. These Townhalls are also recorded, in case people must miss due to scheduling.

Send J. Beeby nominations for the Reflection Speaker by February 7<sup>th</sup>. Please nominate high quality students. Students must be graduating seniors and will be interviewed for this opportunity.

J. Beeby reminded Chairs to have engaged faculty attend Open Houses and Orientation to help with enrollment and retention. The most important part for students regarding enrollment and retention are the faculty and the impact faculty make on students. R. Rowland requested for Chairs to send in a list of students in need as the Advising Center is here to help reach out to students who are considering dropping.

Rooms in the College will be updated with chairs (furniture), and bulletin boards will be up on the first floor. Additionally, the first floor will be re-painted. If you have any building or classroom issues, please reach out to S. Hughes. O. Armeanu commented that personal office phone extensions are expensive and inquired on having shared extensions. J. Beeby and K. Oeth agreed to look into this matter.

So far there are no updates regarding the budget for next year.

Testimonials for travel must be turned in to M. Nguyen if faculty received college money for their trip.

K. Oeth will begin working on Faculty Load.

J. Beeby recommended for Chairs to keep an eye on their new faculty as we enter the second semester.

FARS are due on February 14<sup>th</sup>.

Finally, Third Year Reviews are due Feb. 21 to the Dean.

The meeting adjourned at 10:22 am.