

LA Council Meeting Minutes

24 SEPTEMBER 2020

APPROVED

Present: O. Armeanu, K. Arwood, C. Baker, J. Beeby, S. C. Blair, A. Buck, W. Durham, S. Gupta, J. Hardgrave, L. A. Howard, S. Hughes, D. Lynn, A. McKibban, M. Nguyen, K. Oeth, O. Popescu-Sandu, M. Roberts, S. Rode, R. Rowland, T. Schroer, E. Wasserman

Dean Beeby opened the meeting at 9:00 a.m. on Zoom.

I. Approval of Minutes 9/10/2020

E. Wasserman motioned to approve the 9/10/2020 minutes, A. Buck seconded, and all members unanimously approved.

II. Administrative Updates (K. Oeth)

The final edit for the schedule will be sent tomorrow. Chairs should review the final edit for corrections but not for class additions or deletions. "TBA" courses may have instructors added, but class additions and deletions must be done via forms going forward.

K. Oeth discussed putting together a committee to review the scheduling process between Chairs and Administrative Assistants. Because we have new Chairs and Administrative Assistants, reviewing the scheduling process would be helpful to make the process more streamlined and efficient. S. Rode and O. Popescu-Sandu expressed interest for this committee.

III. Advising Center Updates (R. Rowland)

R. Rowland sent out the census numbers based on primary and secondary majors in an e-mail prior to today's meeting. R. Rowland discussed the process for graduate applications going forward. Adobe software was purchased and as such, the previous One Drive process for graduate applications will no longer be used. Instead, graduate applications will be e-mailed. Students will receive the graduate application via e-mail last. All needed parties for approval can access the application via the Cloud to sign; forwarding attachments will be unnecessary.

There is an increase of early alerts. R. Rowland will run a report on the number of early alerts to send out to the council. J. Beeby encouraged Chairs and their faculty to reach out and check in with students on the early alerts list.

IV. Curriculum Items (M. Roberts)

There are several curriculum items that will be covered next week. Liberal Arts Council will meet on Tuesday, September 29th to vote on those curriculum items.

- Send curriculum changes to M. Roberts and S. Hughes by the end of the day tomorrow, Friday, September 25.
- Items must be entered into Curriculog by 8 a.m. on Monday, September 28th.
- Please e-mail T. Schroer once your information has been entered into Curriculog.

S. Christensen Blair discussed the following curriculum items for the Art and Design program:

- Program modifications to the BA/BS in all 6 concentrations. The program will change from 45 credits to 54 credits which will make the program more comprehensive regardless of the concentration.
- Adding ARTD 102, Introduction to Digital Media, as a pre-requisite course for next level digital courses.
- Pre-fix change for ARTD 376, History of Graphic Design, to ARTH as the course is a history course.

S. Christensen Blair noted that most programs are more than 50 credit hours, so changing the program to 54 credit hours seemed like a good medium. There are no new courses being added at this time. Overall, these petitions will re-organize the program and make the program more cohesive. E. Wasserman motioned to approve the above Art and Design curriculum items. A. McKibban seconded the motion. The motion was passed, with O. Armeanu abstaining.

W. Durham discussed the following curriculum items for the Bachelor of Professional Studies program:

- Applied Studies – Two modifications – The first modification is for Applied Studies, Early Childhood Education Concentration. W. Durham discussed replacing EDUC 242 (Growth and Development) with EDUC 255 (Growth and Development for Infants and Toddlers.) Doing so will better align the program with the goals of credentialing within the field of childhood education. The second modification will be adding a Health Services Concentration to Applied Studies. Enrollment within the Applied Studies program has increased, and this addition will provide BPS students with the opportunity to study in an area within each of USI's four academic colleges.
- PRFS 411 (Information Literacy and Research), PRFS 412 (Advanced Academic Writing), PRFS 421 (Cultural Literacy), and PRFS 422 (Data Literacy) – These four PRFS courses are new and are being put in place to prepare for the BPS/MALS collaborative program that will be petitioned in 2021.

T. Schroer motioned to approve the above curriculum items proposed by W. Durham. S. Christensen Blair seconded the motion, and all members unanimously approved.

O. Armeanu discussed the following curriculum items for the Philosophy program, and the Political Science program:

- PHIL 299 (Special Topics in Philosophy) – Has a new course number with a new syllabus. This particular petition was re-launched in Curriculog to emphasize that it's a new course and will not be cross-listed.
- PHIL 376 (Philosophies and Religions of Asia) – Was re-launched with the addition of a pre-requisite. Will serve as an elective for Philosophy major and Religious Studies minor.
- PHIL 335 (Cognitive Science of Religion) – New undergraduate course petition for the Philosophy major and the proposed Religious Studies minor.
- POLS 371 (The United Nations) and POLS 471 (International Organizations) are courses that O. Armeanu has taught many times. These will be added to the core in the global category.
- POLS 408 (The Supreme Court) and POLS 411 (Government and Politics of Washington, DC) are new course petitions.

W. Durham motioned to approve the above Philosophy and Political Science curriculum items, E. Wasserman seconded the motion, and all members unanimously approved.

V. Announcements and Updates (S. Hughes)

S. Hughes announced that funding for virtual conferences will first post to the faculty's respective department budget rather than the College's main budget. Foundation will ultimately provide support but keeping track of your faculty's virtual conference expenses would be helpful to ensure supporting funds are transferred.

Bulletin boards are now up in the Liberal Arts College. K. Arwood organized the bulletin boards alphabetically by department. Please bring your posters, flyers, or other items you want to put on the bulletin boards to the front desk or to K. Arwood. Anything that goes on the bulletin board needs to be stamped and dated to ensure approval and to ensure these items get taken down as needed.

VI. Announcements and Updates (J. Beeby)

Dean Beeby would like to form a committee to look at the process of reviewing instructors to bring more consistency across the college. This would also be beneficial for instructors as they can receive feedback during evaluations to improve. The process of reviewing instructors would be for those who are on multiple year contracts. Those who are interested in serving on this committee can e-mail Dean Beeby. Ideally, this improved reviewing process of instructors will be instituted next academic year.

The Indiana Commission for Higher Education sent out a Career Relevance survey. Please complete and send to S. Hughes and M. Nguyen by October 21st.

Dean Beeby will meet with the new faculty next week. He will also work on setting up a time to allow open visits with students.

VII. Open Items

A. McKibban discussed the IRB which is down to two people. The process is much slower which is affecting research for faculty and students which is problematic.

T. Schroer noted attendance dropping in several hybrid courses. Dean Beeby commented that hybrid courses will not be done next semester and suggested having faculty reach out to their students to check in with them.

R. Rowland reminded the council that if a student looks at their "Week at a Glance" schedule, online classes may not appear, or may only appear at the very bottom of the page because the schedule is laid out according to time. If students look at their "Concise" schedule instead, then the online classes will appear.

K. Arwood will begin sending monthly e-mails to the Advisory Board and asked the council to send her items to share with the Advisory Board. Some topics of current events would be a good idea.

J. Hardgrave asked for nominations to be e-mailed to him for two university wide scholarships – the Bill Sands scholarship and the Trustees Distinguished Merit award. Please send the student's name, ID, and their one-page essay by October 5th.

The meeting adjourned at 10:47 a.m.