

College of Liberal Arts Council
12 November 2020
APPROVED
9:00 a.m. start via Zoom

Present: O. Armeanu, K. Arwood, C. Baker, J. Beeby, S. Christensen 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

I. Approval of Minutes: 24 September 2020 and 29 September 2020

E. Wasserman motioned to approve the above minutes. T. Schroer seconded the motion and all members approved.

II. Administrative Updates (K. Oeth)

K. Oeth received a spreadsheet yesterday that listed the contracts for spring which must be returned on the 17th. Any new adjuncts need to be submitted. Contracts will come back and will be sent out electronically by December 3rd. Any overload requests must be sent to the Dean.

Scheduling opens on December 1st for the fall. Your administrative assistant will have access to Banner on December 1st and would like all Chairs to submit data by December 16th for entry. Room placement will be worked on as needed.

K. Oeth, M. Nguyen, and A. Schweickart have moved out of the Dean's Office due to the pandemic. K. Oeth is in LA 3088, M. Nguyen is now in LA 3025D, and A. Schweickart is in LA 3094 (Information Station) or in LA 3025A if student workers are occupying the Information Station.

As a safety precaution, key checkout will be suspended. Instead, lab keys will be issued to full time employees. Adjuncts teaching in labs will also be issued a key for the semester that will need to be returned at the end. K. Oeth will request a list of people who need keys in the spring.

III. Marketing Updates (K. Arwood)

K. Arwood will send bi-weekly e-mails to Liberal Arts students with a list of events in the College. There is a 50% open rate thus far, which was sent to 1600 students. She includes new recordings and some updates in the e-mails.

The majors and minors' videos are not up yet as K. Arwood is waiting to hear back from several parties. These videos will also be uploaded to Youtube and other sites, but if anything is needed soon please contact K. Arwood.

K. Arwood is currently working on the fall edition of Focus which will feature John Morris (faculty), Maria Nguyen (staff), Stephanie Folz (student, works for Susan Sauls), as well as the Suffrage Symposium as the event highlight.

Please send any bullets to add for each semester (such as updates from departments, special recognitions, achievements, etc.) to K. Arwood.

The Liberal Arts delegates for the Student Government Association would like to distribute a survey about how students feel the College is handling matters relating to COVID. The delegates will talk to the Dean about results.

IV. Advising Updates (R. Rowland)

Many freshmen are in a situation in which they are here for this fall but have yet to register for the spring. R. Rowland plans to reach out to these students and will also send out an e-mail with a list of students depending on their major to each Chair. Priority will be given to students who have holds that we can deal with (some have holds that we cannot remove.)

Rowland is working on spring graduation applications. There are currently 112 signed applications in the shared drive with the Registrar's office. 35 are completed; 36 are in progress. There are 183 graduates which is low. R. Rowland will be working over the weekend to see what students are missing. She is suspecting the students who are doing double degrees are part of the issue. She wants to complete these before Thanksgiving break. R. Rowlands notes that students are quite stressed this semester.

V. Announcements and Updates (S. Hughes)

The Interdisciplinary Committee is going forward with their colloquium. The theme is the same as last year – “filth and foulness.” S. Hughes e-mailed everyone who participated last year and received an overwhelmingly positive response. Deadline for new presenters is December 4th. The colloquium will be held in late March or early April. No date has been selected yet.

There will be a “Teach-In: Diversity in Action” event on February 17th and 18th which will be held in conjunction with Mandela Social Justice Day. Topics will include immigration, disability advocacy, how to be activist, and more.

The Indiana Commission of Higher Education is asking all Indiana universities to develop a comprehension learner record – a measurement of student soft skills (such as communication, critical thinking, problem solving, etc.) This includes evaluation tools/rubrics from internships, capstones, and field experiences. Please send these to S. Hughes by the end of semester for submission. Kathy Weinzapfel oversees this project, so questions will ultimately be directed to her.

VI. Announcements and Updates (M. Roberts)

The CLAFDA and LARA committee met recently. The CLAFDA award letters were sent out; M. Roberts is currently working on LARA award letters and will send them out early next week. Chairs will be cc'd to these award letters. 4 CLAFDAs and 7 LARAs were awarded.

The LA Graduate Council had their last meeting yesterday and plan to host a virtual “Exploring Graduate Programs in LA” event on February 2nd and February 3rd. Several panels such as how to apply to graduate school and how to prepare for graduate school will be held. Many other panels are also in progress. This event will be a great recruitment tool.

UNIV 101 scheduling is underway. M. Roberts requested Chairs to talk to their faculty and encouraged to have at least one faculty from each department to participate. There is discussion about creating a special section for teaching majors; Casey Hoyer and David O’Neil are working on this section and have agreed to rotate teaching each year.

The Community Advisory Board will meet today at 5PM. About half of our chairs are invited.

M. Roberts discussed the transition with the USI Campus bookstore to Barnes and Noble. You may have put in book orders before transition. If you put the book order in prior to transition, and now go to the current system, you will see your books are not there. However, if you search for your textbooks like a student, you will see your order. Books are not in the adoption system because if the old adoption system was used. Three faculty members have volunteered to test this system to troubleshoot the adoption system. If you have any issues, send concerns to S. Hughes who will keep a list of issues and the Dean will send these to his Deans' meeting with the Provost so they can resolve the problems.

M. Roberts reminded the LA Council that Blackboard will be down for one week over winter break due to updates. Between Dec. 21 and 27th. Please notify your faculty so they are prepared.

O. Armeanu asked how to proceed with a change of instructor (like adjunct change) in which books need to be changed. M. Roberts recommend calling bookstore to cancel the old book order. Your administrative assistant should be able to enter and submit a form for new faculty.

VII. Announcements and Updates (J. Beeby)

The Dean reminded the LA Council that when we get to Thanksgiving, we will go to remote learning. Students are aware of this, though a reminder may be helpful. Although students will be remote at first, the University remains open. Students can come and use the library, labs, etc. as needed. Exam dates are up on the calendar as well as due dates for grades. If you have any student workers that will be working on campus after Thanksgiving, send the list of student workers to Dean Beeby to ensure we have accurate records of who will be on campus. This list will be sent to the DOSO, public safety, and others for contact tracing and as a safety precaution. The Dean will also need a separate list of students who will be here before February 8th. Faculty offices may be used during this time as the University will still be open. The Dean has approved a list of classes that may be taught on campus - in person - during soft

start. This list has been sent to the Provost for the Provost's approval. Dean Beeby suggested for faculty who are teaching these in-person courses to send an e-mail to their students to remind them that these are taught in-person. Should there be any new alternative work arrangements, requests should be sent to the department Chair and Dean for approval. Current work arrangements still active for next semester. There will be a spring meeting but we are currently unsure what workshops for professional development ops.

For the Fall Schedule 2021, Dean Beeby requests for Liberal Arts to plan the semester under same conditions as previous spring. For fall 2021 semester go ahead and plan for COVID caps for rooms and base enrollment as best you can.

Every year the college has been presenting awards to faculty and staff. Send nominations in the form of a memo for outstanding teaching, service and research to Dean Beeby. Please submit these at your earliest convenience.

The Board of Trustees presented the budget at their last meeting, and a cut in the university budget has occurred. The VP, Steve Bridges, noted that in term of OUR budget, the only thing you will see come out is the travel budget. A budget committee will be formed but details are unknown at this point. The Dean will announce when details are known.

VIII. Open Items for Chairs

W. Durham announced that there are currently unstaffed sections of PRFS 101. Please notify W. Durham if any department chair has faculty who are interested in teaching these.

C. Baker announced that the Berger lecture went well. The Center for Social Justice Education uploaded the recording to their YouTube.

S. Christensen Blair announced that the Senior Seminar Exhibition is on display.

The Dean announced that this is our last council meeting for the semester. Should there be any questions or concerns, please contact K. Oeth to set up a meeting.

The Dean adjourned the meeting at 10:25 a.m.