

## LA Council Meeting Minutes

28 JUNE 2020

APPROVED

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

Dean Beeby opened the meeting at 10:30 a.m.

### I. LA EDIC Syllabus Statements (S. Ress)

The College of Liberal Arts Equity, Diversity and Inclusion Committee (LA EDIC) worked on a statement that acknowledges diversity and gender pronouns which faculty can use for their syllabi. Stella Ress presented this statement as a recommendation, not a requirement. J. Kiesel suggested simplifying the statement as not everyone is on the LA EDIC Committee, and using the current statement implies the faculty is on the committee.

With the amendment of the statement, E. Wasserman motioned to approve, C. Baker seconded, and all members unanimously approved.

### II. Administrative Updates (K. Oeth)

The administrative assistants received access to Banner yesterday so they can input the spring schedule. K. Oeth requested for Chairs to submit their spring schedule to their administrative assistants by August 7<sup>th</sup>. Administrative assistants will have until August 28<sup>th</sup> to enter data.

As COVID capacities are strict, administrative assistants will not provide overrides unless they receive approval from their Chair or a Dean.

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

The Graduate application process is being tested on Social Work. The process will be done through One Drive and everyone should receive permission to access the folders soon. The Advising Center is working with the Registrar's Office to make sure they will accept digital signatures. All Graduate applications will be on One Drive and each department will have their own folder. There will be a Chair folder for the Chair's signature. There will be a Dean's Office folder for a Dean's signature. There will be a Registrar's Office folder for processing.

### IV. Announcements and Updates (S. Hughes)

S. Hughes spoke about the LA EDIC's progress with their online retreat. The retreat will feature discussions on social change in Evansville, best practices in diversity in the classroom, vandalism on campus, and more. S. Hughes also spoke about the LA EDIC's statement against racism and police brutality which is now displayed on their USI webpage. A. Buck asked if this retreat would be open to students. S. Hughes replied that this retreat is open to Chairs and various committees but will eventually be open to a university-wide approach in the future.

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

The UNIV 101 workshop will be on August 20<sup>th</sup> from 9:00 a.m. to 3:00 p.m. The workshop will spend some time focusing on first time UNIV 101 instructors. The remainder of the workshop will be on how the new passport program will work. Jenn Horn will also share syllabus templates that will be available for faculty to use.

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

Dean Beeby reminded everyone that the LA Council Fall Retreat will be on Thursday, August 13<sup>th</sup> from 10:00 a.m. to noon. The LA Fall Meeting will be on Thursday, August 20<sup>th</sup> at 10:30 a.m.

The Dean encouraged all to come to him should there be any suggestions or concerns regarding their safety as we return to campus. Office hours will now be called “student hours” to be more welcoming to students. Student hours should not be in person unless absolutely vital, in which case a designated area will be available. Chairs should inform faculty about having virtual student hours so their students can get comfortable using Zoom.

The spring and summer schedule should be set up with the understanding that all who have alternative work requests will keep continue as such. Plan to have all classrooms with COVID capacity. No mega sections will be allowed. M. Roberts suggested Chairs to keep class size smaller, especially for upper division courses. Administrative assistants will start entering data first; classrooms will follow later.

There is no news for the budgets. Dean Beeby instructed the LA Council to spend as little as possible and to be frugal. There is no budget for travel, but the Dean was able to secure some funds for virtual conferences. Any requests for virtual conferences, particularly if presenting at the conference, should go to the Dean. As the budgets have not been populated, student workers who are eligible for Federal Work Study will be given priority.

Dean Beeby asked the LA Council for their thoughts on participating in the Majors and Minors Fair, which may be held in the Arena. After discussion, the LA Council decided to not have a table at the Majors and Minors Fair if done in person.

## **VII. Open Items**

A. McKibban brought up concerns over the Faculty Review procedure. Being hands-on with binders is problematic considering the pandemic. Dean Beeby said he will investigate providing a better process.

The meeting adjourned at 12:05 p.m.