

College of Liberal Arts Council

28 January 2021

APPROVED

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

Meeting began at approximately 9:00 a.m. via Zoom.

I. Approval of Minutes: 12 November 2020

E. Wasserman motioned to approve, L. A. Howard seconded, and all members voted in favor.

II. Curriculum Items

L. A. Howard discussed the following course petitions:

- JRN 281: Basic Reporting
- COMM 494: Mass Media, Law and Ethics
- CMST 201: Introduction to Communication Studies

These courses would be included in Core 39. JRN 281 would be included as a Writing Intensive class. COMM 494 would be included under Ways of Knowing: Moral and Ethical Reasoning. CMST 201 has been modified slightly to make it more open and less major specific to increase appeal. CMST 201 would also be included as a Writing Intensive class, and Ways of Knowing class.

III. Administrative Updates (K. Oeth)

K. Oeth announced that scheduling has closed, but Curriculum Engagement (CE) hours are still being entered until Friday. She asked Chairs to notify their administrative assistant if any changes to CE hours are needed. The first edit of the schedule will arrive on Monday, February 4th. This edit must be returned on Friday at 10 a.m. Dean Beeby reminded everyone to do their best with the schedule as circumstances are obviously difficult.

K. Oeth also announced that arrival of the college's newest administrative assistant, Jillian Jones. Jillian is the administrative assistant for Psychology and Communications. She has been doing well so far. Angela Schweickart is currently covering for MALS and BPS.

Administrative Assistants are collecting syllabi and office hours from faculty.

IV. Marketing Update (K. Arwood)

Many events are coming up – K. Arwood announced that tonight is the Human Trafficking Awareness event. Additionally, the Efroymsen Fellowship exhibition by Megan Thorne is on display virtually. The display will be physically displayed at the beginning of February. Another event coming soon is the Faculty Colloquium.

Additionally, Exploring Graduate Studies in Liberal Arts, organized by Jessica Jensen, is another upcoming event. Associate Dean Roberts noted that the Exploring Graduate Studies in Liberal Arts event will have panels geared towards Freshman and Sophomores, as well as panels for those who need tips

or walked through the process of graduate applications. Associate Dean Roberts asked Chairs to encourage their students to attend as the event will be useful for all students.

Faculty and staff proposals for Filth and Foulness are due February 5th. Student proposals will not be due until February 15th. K. Arwood encouraged submissions of all categories, such as papers, panels, artwork, performances, etc.

The Nelson Mandela Social Justice Day and Speaker Series is well underway. One of the events is a virtual tour of the Jim Crow Museum of Racist Memorabilia. The tour is the only event where registration is required. The link to register is on USI's Mandela Social Justice page. Assistant Dean Hughes will also send out the event information via e-mail.

While on the discussion of upcoming events, L. A. Howard announced putting together a symposium series consisting of four panels with about five faculty members across Liberal Arts. The topics are varied right now. She is hoping to start these sometime in mid-February and run every other week until the series is through.

V. Advising Updates (R. Rowland)

R. Rowland announced that priority registration begins on March 29th. Seniors, athletes, and other students with special authorization will register first. Juniors will register on March 30th; Sophomores on March 31; and Freshmen on April 1st.

Enrollment numbers have been sent out. Liberal Arts' numbers may be currently lower as many students tend to switch to our college later.

VI. Announcements and Update (S. Hughes)

The Undergraduate bulletin has been sent out. Edits need to be submitted to K. Oeth by February 3rd. Any questions can be directed to Assistant Dean Hughes.

The USI Foundation Scholarships spreadsheet has been shared with Chairs and Directors. Please submit your nominations to M. Nguyen by February 18th. Please submit any nominations for the Liberal Arts scholarships (which are open to all departments in LA) to J. Hardgrave by February 12th. J. Hardgrave will send scholarship information via e-mail. The entire spreadsheet must be returned to Foundation by February 19th.

VII. Announcements and Update (J. Beeby)

Dean Beeby announced that the faculty absence form has been updated. Associate Dean Roberts explained that the form can be found on the Faculty Resources web page. The form is titled "Class Coverage Form" and must be used if classes are canceled in an emergency, not physically meeting, if a class is changed from synchronized to asynchronous due to an absence, due to university travel, etc. As a result, the "Travel Class Coverage" form has been eliminated.

The instructor review process was sent out. The committee creating the process consisted of instructors and Chairs and was a good mix of people who have been reviewed and people who did the reviewing. The instructors even met with other instructors in the college to ask for their thoughts. O. Popescu-Sandu noted that the goal was to not replicate the process for FARS. Rather, they wanted to have more synthesis with the work instructors have done. She further clarified that the documented needed to apply to everybody across the college, so some things, such as the evaluation on service, was left vague enough so each department could apply the review process to their field. W. Durham stated that most of the document was made by instructors Jenn Horn, Nancy Raen-Mendez, and John Morris. Dean Beeby would like to implement the instructor review process in Fall 2022 and asked for LA Council to share the process with colleagues to get their endorsement. Amendments, questions, or concerns may be brought up at the next meeting.

Dean Beeby plans on organizing meetings with new faculty to discuss tenure and promotion. Additionally, he will hold townhalls by rank.

Dean Beeby attended the President's Council meeting on Tuesday. "Risks" to the university were spoken about and the budget is a priority. Tuition, revenue, and credit hour production were notable topics. A budget committee will be formed to give recommendations to the President about budget decisions.

As of Monday, January 18th, the College of Liberal Arts is producing 29,123 undergraduate credit hours and 1,200 graduate credit hours.

Dean Beeby thanked C. Baker, T. Schroer, and L. A. Howard for their work on providing information needed for the position requests sent to the Provost. He is hoping to get an answer soon.

VIII. Open Items for Chairs

W. Durham brought to the LA Council's attention a somewhat new and obscure rule with certificates and concentrations needing 6 credit hours at the 300/400 level (as opposed to 3 credit hours.) He encouraged the LA Council to keep this change in mind as the college moves forward with stackable credentials.

Dean Beeby thanked the Advising Center, Chairs, Committees, and all for their hard work as students transition back to campus.

Meeting adjourned at 10:09 a.m.