

Annual Liberal Arts Chairs Retreat

August 20, 2009

Present: D. Glassman, M. Aakhus, J. Evey, W. Rinks, S. Spencer, R. Gennaro, S. Rode, E. Wasserman, R. Priest, J. deJong, M.T. Hallock Morris, P. Aakhus, T. Hunt, A. Torres, B. Christie

Introductions

Three new department chairs were introduced to the Council: R. Gennaro, Chair of Philosophy; MT Hallock Morris, Chair of Political Science and Public Administration, and Acting Director of the graduate program in Public Administration, and J. Evey, Acting Chair for Psychology.

I. Fall 2009 Enrollment Handout

Enrollment numbers for the university are up from 2008 except new graduate students and readmissions. The greatest growth in numbers is in new students and transfer students. Liberal Arts can expect an additional 700 to 800 students for the Fall 2009 semester, especially affecting 100-level classes. Monitor enrollments closely; student opportunity to enroll is a number one priority at USI. Two new initiatives of President Bennett are to develop a strategic plan for the university and to market USI as one of the best four-year institutions in the state of Indiana, increasing its prestige and recruitment.

II. Faculty Searches

The College conducted 21 searches last year, primarily for permanent and contract faculty. The Dean encouraged chairs to get acquainted with new faculty members and to share information about them at the Liberal Arts meeting next Monday. Search procedures and recruitment were reviewed.

III. Budget

The University's budget was cut 3.3%. Budgets for Liberal Arts departments will not be cut; however, there will be no raises. Travel funding is similar: \$400 from the departments, \$180 from the Dean, and \$500 (domestic) to \$700 (foreign) for FT faculty from the Provost. Department chairs agreed unanimously to continue using a portion of the rollover travel money for part-time faculty who are presenting to travel.

IV. Tenure & Promotion/Sabbaticals

A calendar was created by A. Torres to include all LA deadlines for personnel decisions as well as meetings and academic schedules. Faculty evaluation committees for each department should always include at least one member from outside the department. Two faculty members returning from sabbaticals are T. Schroer and S. Zehr. M. Kearns is on sabbatical this fall and M. Dixon will be during the spring 2010 semester.

V. Student Orientation/Confidentiality Issues

The student orientation convocation is Friday, August 28, from 10:30am to 11:30am. LA students will meet in RL 0017 for the Dean's welcome, followed by the "Major as Home" initiative, during which students will meet with the chairs and faculty members of their majors in separate rooms in the Rice Library from 11:00am to 12:30pm. Department chairs should plan accordingly. A. Torres will send an email with room assignments.

VI. College Policy Reminders for Faculty

- *All full time faculty are expected to be available for service activities from 8am-5pm, weekdays.
- *travel funding procedures for full- and part-time faculty members
- *student confidentiality issues

- *syllabi policy all syllabi will be on file electronically with administrative assistants
- *student evaluation procedures (choice of paper or online)
- *commencement attendance policy
- *faculty absence policy (handout of revised policy)
- * independent study policy (online contract)
- *student records disclosure policy
- *text book selection and compensation policy

VII. **College Announcements**

- *Program Review schedule (handout)
- *LA Lectures Series schedule (handout)
- *nominations for faculty and student awards
- *part-time faculty handbook, available online through Academic Affairs
- *USI Teaching Theatre and Performance Space Center funding approved
- *Assessment Day changes to be discussed by the deans; need input from LA departments regarding major field testing schedule

VIII. **Chair Issues**

- *The LAC meetings will remain on Tuesdays from 8:30am to 10:15am for Fall 2009. Any chair who cannot be present should appoint an alternate to attend.
- *All class caps should be reviewed and adjusted accordingly.
- *Number of student workers in CLA will be cut: only one student worker at a time in the Dean's office. If your department doesn't need a student worker, don't ask for one; lab hours will be adjusted accordingly; try to hire work-study students; all student workers should be full-time students; the Dean will speak with chairs and directors individually to assess student worker needs.
- *Teaching schedules should be based on student demand and departmental needs as determined by department chairs; entry level courses scheduled during the day should be taught by full-time faculty with adjunct faculty teaching evening courses.
- *Chair committee assignments:
 - Curriculum Petition Review-** Gennaro, Hallock Morris, Wasserman
 - Honors Day Awards-** deJong, Priest, Rode
 - College Curriculum-** Rinks
 - Summer Advising Chair-** Hunt

IX. **CLA Initiatives for 2009-10**

- *Review mission and vision statements
- *Document tenure and promotion requirements guidelines
- *Assess department goals for majors as graduates and modify if necessary- strategic planning should be coordinated with the university vision.
- *Provide effective teaching by keeping class schedules and office hours as posted and providing clear and helpful information for students
- *Continue to improve student advising techniques; ask faculty members what training they would like to have.
- *Writing Excellence Initiative to improve student writing skills; the Dean is currently working with B. Posler and M. Broshears (Writing Center) to provide assistance to upper classmen with writing problems and to examine "Writing Across the Curriculum" models for writing improvement

in all colleges; USI has nominated the CLA to become a “National Writing Center”, funded by a federal grant and in partnership with the Evansville Diocese. This center would include Evansville and 9 surrounding counties.

X. **CLA Discussion Topics**

*Does LA need a college tenure and promotion committee made up of two tenured faculty members from each department? All other USI colleges have one. This committee would only be recommending tenure of a faculty member to the Dean.

*Alternative formats for Honors Day were discussed. Alternative dates/times are being explored as the current one conflicts with a USI Theatre production.