

MINUTES

Faculty Assembly, School of Liberal Arts

2:00 pm Friday, April 15, 2011 LE105

PRESENT: *Faculty:* Antón, Aponte, Ardemagni, Bandele, Barrows, Bersier, Bertrand, Bivin, Blomquist, Buchenot, Chakrabarti, Coleman, Craig, Dalinghaus, De Tienne, Eberl, Flynn, Gibau, Goering, Goff, Grossman, Jain, Katz, Kostroun, Kryder-Reid, Leech, Lovejoy, Marvin, Morgan, Rhodes, Robertson, Rooney, Rossing, Russell, Sandwina, Sauer, Scarpino, Schlee, Smith, R. Sutton, Tezanos-Pinto, Thorington Springer, Thuesen, Tilley, Towfighi, Van Wyke, Vicente, Wang, Weiden, Whitchurch, White-Mills. *Guests:* Illg, Plater, Jones Richardson, C. L. Smith.

1. The meeting was called to order at 2:00pm by FA president Subir Chakrabarti.
2. Approval of the minutes: approved as writtten
3. President's remarks. Subir Chakrabarti emphasized the importance of faculty self-governance and thanked all participants during this academic year for their service.
4. Dean's remarks--William Blomquist
 - Awards and honors
 - Liberal Arts students among the IUPUI Top 100 for 2011:
 - Jenna Baughman
 - Capri Copp
 - Meghan Cross
 - Dillon Etter
 - Stephanie Harris
 - Brittaney Humphrey
 - Patricia Jordan
 - Abigail Mills
 - Sarah Mohlke
 - Claudia Montes-Salinas
 - Steven Nestor
 - Casey Orr
 - Melanie Perry
 - Rebecca Platt
 - David Russell
 - Josh Van Bibber
 - Anne Weiss
 - Lucas Wolf
 - At the 7th Annual IUPUI Civic Engagement Showcase on Tuesday (4/12/11), the following Liberal Arts majors were 7 of the 14 recipients campus-wide of the Plater Civic Engagement Medallion Awards for 2011. Half of the awards were won by students from SLA:

Aaron Burgess	Jessica Sacks
Meghan Cross	Lindsay Schaiper
Evan Danner	Anne Weiss
Purdey Egnew	

- Also at the Civic Engagement Showcase, Enrica Ardemagni and Marci Littlefield were recognized for their selection as Faculty Community Fellows for their contributions to the IUPUI-Near Westside community partnership.
- This year's recipient of the Chancellor's Community Award for Excellence in Civic Engagement-the Community Heights Neighborhood Association, which worked with our colleague Sue Hyatt and the students in her Ethnographic Methods course.
- Hillary Retseck, graduate student in the M.A. program in History has received a nationally competitive summer internship with the Newport Restoration Foundation.
- Kelly Hayes is one of the three recipients of this year's Research Frontiers Trailblazer Awards from the IUPUI Office of the Vice Chancellor for Research.
- Yaa Akosa Antwi has received this year's DRIVE award for researchers from the IUPUI Office of the Vice Chancellor for Research.
- Steve Fox has been selected to the 2011 entering class of FACET-the Faculty Colloquium on Excellence in Teaching.
- Archana Dubé received this year's award as best academic advisor at IUPUI from the Jaguar Academic Advising Association.
- Jim Powell received a Creative Renewal Fellowship from the Arts Council of Indianapolis.
- Jonathan Rossing has received a Curriculum Enhancement Grant.
- Hannah Haas has received a RISE Curriculum Development Grant.
- Kristy Sheeler received a New Frontiers Exploration Traveling Fellowship.
- David Bodenhamer received an Overseas Research Grant.
- Sloane Thompson, Director of Career Services for the School of Liberal Arts was named Student Employment Supervisor of the Year for IUPUI. Gen Shaker, Amy Jones Richardson, and Candice Smith were among the other nominees for this award.
- Monroe Little received the 2011 Board of Directors Award from the Center for Leadership Development, in recognition of his achievements at IUPUI in developing and directing the Africana Studies program and for his contributions to the Indianapolis community.

- Dean Blomquist recognized and thanked faculty members retiring at the end of Spring 2011, or at the end of Spring 2011: Larbi Oukada, William Plater, Robert Sandy, Mary Sauer, Martin Spechler, Susan Sutton, Robert Sutton.
- There is no news yet about state funding for the next two years, about tuition rates for next year, or about whether there may be salary increases for faculty or staff. As always, the school's budgetary fortunes depend overwhelmingly on tuition, so the real keys are what happens with our enrollments and with tuition rates.
- Many thanks to all who have served on school committees this year, and to those who have served as program directors, department chairs, center or institute directors. Thanks also to the assistant and associate deans and the staff in the dean's office.

5. Old business (none)

6. New business

- a. Teaching and Advising Committee: Dennis Bingham reported on the delay in getting student course evaluation and graduating seniors survey results from Fall 2010 semester, and outlined the committee's recommendations. The committee's memo to the Faculty Assembly is appended to these minutes. Discussion and questions followed.

MOTION: The Teaching and Advising Committee moves that they proceed in the academic year 2011-2012 with the steps recommended in their report. PASSED unanimously.

- b. Undergraduate Curriculum and Standards Committee. Daniella Kostroun reported on behalf of the committee.

- The committee recommends approval of the proposed BA in Health Studies and Medical Humanities. Discussion and questions followed. David Craig outlined several major questions.
 - Are there sufficient faculty resources to make this major work?
 - Are there enough courses for a major?
 - What are budgetary considerations?
 - This is an interdisciplinary major that does not have standing faculty. Will this step be taken before the major is implemented? Faculty members should have the opportunity should have the opportunity to part of this faculty if they want to do so.

Judith Izuka-Campbell answered questions.

Dean Blomquist emphasized the central importance of Liberal Arts in this area of study, that some 24 courses related to this major already exist in SLA, and that the major will probably attract some new students to the School.

MOTION: The Undergraduate Curriculum and Standards Committee moves that the proposal for B.A. in Health Studies be approved. Discussion of the motion. PASSED with nine abstentions.

- How the course MHHS M201 should count in the SLA distribution requirements

MOTION: The Undergraduate Curriculum and Standards Committee moves that MHHS M201 be approved for the Social Sciences or Humanities distribution requirement.

Discussion of the motion followed.

MOTION TO TABLE: PASSED.

- c. Graduate Curriculum Committee. Rosa Tezanos-Pinto reported on behalf of the committee.

- The committee recommended that the concentration for an M.A. in Philosophy be approved. Jason Eberl answered questions.

MOTION: The Graduate Curriculum Committee moves that the Faculty Assembly approves the proposal from the Philosophy Department to broaden the current American Philosophy concentration of their Masters' program into a more general concentration.

PASSED unanimously.

- The committee recommended that the MA in Translation and Interpreting be approved. Enrica Ardemagni and Gabrielle Bersier answered questions. The program would be on hold until vacant faculty lines are not filled. The WLAC faculty members have an agreement among themselves that future position announcements will state that, in addition to a primary area of expertise, expertise in translation and interpretation is desirable.

MOTION: The Graduate Curriculum Committee moves that the Faculty Assembly approves the proposal for a Master's degree in translation and Interpreting.

PASSED unanimously.

- d. Standing committees' annual reports. Written reports are on the Faculty Assembly website.

(1) Academic Affairs Committee	Steven Russell
(2) Faculty Affairs Committee	Enrica Ardemagni
(3) Graduate Curriculum Committee	Rosa Tezanos-Pinto
(4) Library Committee	Peter Thuesen
(5) Research Advisory Committee	Neale Chumbler
(6) Resources and Planning Committee	David Bivin
(7) Teaching and Advising Committee	Dennis Bingham
(8) Technical Services Committee	David Bivin
(9) Undergraduate Curriculum and Standards Committee	Daniella Kostroun

- e. Dean Blomquist announced 2010-2011 School of Liberal Arts faculty awards, and thanked the Faculty Affairs Committee members for their work in the deliberations.

Moffett Craig Associate faculty member
Anita Morgan Lecturer or Senior Lecturer
Jason Eberl Tenure-track or tenured

- f. Results of election for 2011-2012 FA officers and members of FA elected committees. Gail Whitchurch (2010-2011 Faculty Assembly Secretary) thanked William Stuckey for his work on the electronic ballots, and Candy Smith for her work on the Powerpoint slides for the recent election and special election. Whitchurch then reported the election results.

FACULTY ASSEMBLY SECRETARY & MEMBER OF THE AGENDA COUNCIL

Gail Gráinne Whitchurch (COMM), re-elected for 2011-2013

AGENDA COUNCIL, MEMBERS-AT-LARGE

Timothy Lyons (PHIL)
Rosa Tezanos-Pinto (WLAC)

ENHANCEMENT REVIEW COMMITTEE

André DeTienne (PHIL)
Nancy Rhodes (COMM)
Michael Snodgrass (HIST)

IUPUI FACULTY COUNCIL UNIT REPRESENTATIVE

Kevin Robbins (HIST)

NOMINATING COMMITTEE

Julie Freeman (ENGL)
Marci Bounds Littlefield (SOC)
John Tilley (PHIL)

PROMOTION & TENURE COMMITTEE: FULL PROFESSOR, 2-YEAR TERM

Enrica Ardemagni (WLAC)
Philip Scarpino (HIST)
Peter Thuesen (REL)

**PROMOTION & TENURE COMMITTEE:
FULL PROFESSOR, FALL 2011 SABBATICAL LEAVE FILL-IN FOR F. BEIN**

John Parrish-Sprowl (COMM)

PROMOTION & TENURE COMMITTEE: SENIOR LECTURER

Jennifer Cochrane (COMM)

- g. Return to the issue of how the course MHHS M201 should count in the SLA distribution requirements. Daniella Kostroun, reporting on behalf of the Undergraduate Curriculum and Standards Committee, supplied the syllabus for M201. Judith Izuka-Campbell and William Schneider answered additional questions.

MOTION REINTRODUCED: The Undergraduate Curriculum and Standards Committee moves that MHHS M201 be approved for the Social Sciences or Humanities distribution requirement.

PASSED with 1 abstention.

7. Motion to adjourn
8. Adjournment at 2:45pm

APPENDIX ~ MEMO FROM THE TEACHING AND ADVISING COMMITTEE

Date: April 13, 2011

To: The Faculty, School of Liberal Arts

From: The SLA Teaching and Advising Committee: Dennis Bingham (Chair), Archana Dubé, Johnny Flynn, Gina Sanchez Gibau, Daniela Schuvaks Katz, Kevin Robbins; Robert Aponte, Agenda Council representative; Amy Jones Richardson, administration representative

In response to the Faculty Assembly's charge to the Teaching and Advising Committee to report to Faculty Assembly on the causes of this year's delays in returning the Fall 2010 Student Evaluation results and to make recommendations to prevent such delays in the future, we submit the following:

I. On March 25, the committee conducted a special fact-finding meeting to which we invited Bill Stuckey of Technical Services, Neale Chumbler, Chair of Sociology and, since January 3, 2011, Director of the Survey Research Center, and Acting Dean for Academic Affairs Enrica Ardemagni. Bill Stuckey handles the scanning of the completed evaluation forms. These are then sent for analysis to the Survey Research Center (SRC), which returns the results for each section to the Dean's Office for sorting them back into their individual envelopes and disseminating these to the departments.

This past year's timeline:

Jan. 14 (Fri.): The scanned data is submitted by the School to SRC.

Jan. 17 (Mon.): Martin Luther King, Jr. Day; campus closed.

Jan. 24 (Mon.): FARs due (a week later than in recent years).

Jan. 31 (Mon.): SRC returns the results to the Dean's Office.

Jan. 31, 6 p.m. to Feb. 3 (Thurs.) at 5 p.m.: IUPUI closed due to the Ice Storm of 2011.

Feb. 14 (Mon.): Dean's Office returns the results to the departments.

Summary of the Issues. The problems included the fact that forms go too late to the School for scanning to be done before Winter Break. Obviously, Jan. 14-the Friday of the first week of Spring classes-is much too late for the scanned evaluation data to be going out for analysis, when FARs are due only 10 days later (and when the Martin Luther King Day holiday is included in that 10-day period). For a number of years, until approximately 2007, the analysis was performed by David Bivin of Economics, who, with a graduate assistant, worked during Winter Break in order to get the reports produced and delivered early in Spring semester.

The School of Liberal Arts will have handled 50,000 Student Evaluation forms in 2010-2011, including Fall, Spring, and Summer semesters.

The Student Evaluation process involves a great deal of piece work. The job of sorting the blank forms, labeling envelopes, and putting the forms in them takes approximately forty hours and is done by work/study students. You'll note that this part of the job has already been completed for Spring semester.

Bill Stuckey's office could work faster if it began scanning forms as they come in, instead of waiting for all forms to arrive, which has been the practice.

Survey Research Center (SRC). The Survey Research Center is operating with a skeleton crew; it now has one full-time employee, Anne Mitchell, whereas in 2006 it had five. Neale informed us that the Survey Research Center is paid \$5,000 per academic year for producing a student evaluation report for each section. Records of these procedures of processing the Student Evaluation results have not been kept.

Neale Chumbler reported, "for a calendar year (which includes Summer), we carefully calculated that it would cost \$11,104. . . The detailed breakdown of costs are:
1) Spring 2011 --- \$2688; 2) Summer 2011 --- \$4043; 3) Fall 2011 --- \$4373."

Pre-SRC. Before the SRC began doing this job, circa 2006-2007, it was performed for many years by Economics professor David Bivin, a statistician who received a yearly course release in compensation. He met the FAR deadline by working with a graduate assistant during the Winter Break.

Other Units at IUPUI. Some units, including the Herron School of Art and the Honors Program, work with the Scanning Office of the Testing Center in the Union Building. However, we learned that the Testing Center is being downsized and is not accepting new contracts. The majority of schools at IUPUI we surveyed do their student evaluations processing "in house."

The Quality of the Survey Instrument. Enrica and others encouraged the faculty to "rethink the quality of the instrument"--the Student Evaluation form itself. The SLA faculty created a uniform evaluation instrument circa 1990. (Before that, individual departments had conducted their own evaluations.) In the twenty-plus years since the evaluation form was adopted, it has undergone minor revisions four times. [According to Bill Stuckey, the most recent amendment occurred in 2010, when an "n/a" column was added.] While promotion and tenure guidelines go through a review nearly every year, and the makeup of our student body has changed continually, SLA has essentially not changed its evaluation instrument in two decades.

THE COMMITTEE MAKES THE FOLLOWING RECOMMENDATIONS:

Funding. There is a need for proper funding for every step in the Student Evaluation process. The weight of importance placed on the evaluation reports, both in what the individual teacher learns from students about his/her teaching and in how the evaluations are used in the salary and tenure and promotion processes is sorely mismatched by the lack of commitment to the process by the institution. This must change.

A new survey form. There is the need for a new instrument. The committee's project for 2011-2012 is to take control of the Student Evaluation process, on behalf of the faculty. We will solicit volunteers to serve on a task force that, working with the Committee, will fashion a new survey form. We seek faculty in the School from all levels--tenured, tenure-track, lecturers, and adjunct--to comprise the School of Liberal Arts Task Force on the Student Course Evaluation. We already have data from other units at IUPUI, among them Herron, Math, Honors, and Engineering, as well as reports of how the process works at other, similar institutions around the country.

It must become policy that the new instrument is re-evaluated periodically, for example, a review every three to five years.

Timetable. As with the funding recommendation, the proposed timetable is made on the assumption of using the existing form for the time being. Changes in funding or procedures, if any, which a new survey form might necessitate, will be considered in due course.

The Committee recommends the following deadlines for completed forms.

	Fall	Spring	Summer I	Summer II
Forms due from classes to depts	Penultimate Mon. of class (e.g., 12/5/2011)	Penultimate Mon (e.g., 4/25/2011)	Final class meeting (e.g., 6/22/2011)	Final class meeting (e.g., 8/8/2011)
Forms due from depts	Last day of classes (e.g., 12/12/2011)	Last day of classes (e.g., 5/2/2011)	Day grades are due (e.g., 6/24/2011)	Day grades are due (e.g., 8/10/2011)
Scanning performed	By final pre-break staff day (e.g., 12/22/2011)	Two weeks after due (e.g., 5/16/2011)	Two weeks after due (e.g., 7/11/2011)	Two weeks after due (e.g., 8/24/2011)
Analysis due to School	Ten days after staff break ends (e.g., 1/13/2012)	After two weeks (e.g., 5/31/2011)	After two weeks (e.g., 7/25/2011)	After two weeks (e.g., 9/8/2011)
Reports per sections to depts	After a week (e.g., 1/20/2012)	After a week (e.g. 6/7/2011)	After a week (e.g., 8/1/2011)	After a week (e.g., 9/15/2011)

Faculty Annual Report (FAR) Deadline. The Fall-to-Spring turnaround, however, even with the new deadlines, leaves virtually no margin for error. Therefore, the Committee recommends that FAR deadlines be set for the final Monday of January. In 2012, that would be Jan. 30.

Graduating Student Surveys. The surveys of graduating students, which were also late this year, and performed in a new format, had for years been administered, with the results tabulated and recorded, by the Teaching and Advising Committee. The committee currently has no role in the surveys, a state of affairs we will re-evaluate in the coming year. We will work to ensure that these surveys, which are so important in gauging long-term teaching outcomes and effectiveness, provide to faculty the most useful and complete information possible.