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Lindenwood University Faculty Meeting Minutes, 2004-2005

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Lindenwood University
Faculty Meeting
Wednesday, May 4, 2005
3:00
Spellmann Leadership Center

Dr. Evans introduced President Spellmann.

President Spellmann presented his end of the term report.

He began by stating that he enjoyed the opportunity to meet with the faculty during the IDP conferences. He added that through the 198 meetings, the need for expansion in some areas was observed. He announced that at least twelve new faculty positions were added for next fall.

Plans for the Fine and Performing Arts Building will be ready to let out for bid on May 14 and the ground breaking should take place by August 1st. It is estimated that the building will take two years to complete. Donations toward this building and the renovation of the Fine Arts Center in Bellville are coming in.

Additional highlights discussed by President Spellmann included each of the following:

Library: \$70,000 worth of additional online databases have been added and \$79,000 worth of additional hard cover volumes have been purchased.

Work is taking place on an integrated student data system.

New programs and exchanges are being discussed with officials in Taiwan.

New initiatives are being discussed with Panama and other Central American countries. The First Lady of Panama and her entourage will attend Baccalaureate and Commencement this year.

Three sections of Mandarin Chinese will be added in the fall.

Additional sections of Spanish will be taught by a graduate student from Panama based on our professor exchange program with the University of Panama.

The athletic program has brought back seven national championships. Placement catalogs are ready for distribution.

President Spellmann concluded his remarks by thanking the faculty for its good quality of teaching and for another successful year.

Dr. Evans introduced Maryanne Townsend from Academic Services:

Volunteers are needed to help with graduation. Faculty members should arrive on Friday night at 6:30 and on Saturday morning at 9:00.

The faculty voted to accept the names of the graduates for 2005.

May graduation checks are due.

Senior grades are due today (May 4.)

Dr. Evans reminded the faculty that attendance at the graduation ceremonies is mandatory. Only Dr. Evans can excuse a faculty member for attending the ceremonies.

He also reminded the faculty that all classes are required to meet at their scheduled final's week meeting time for an evaluative activity or exam.

He further reminded the faculty that during the two weeks following graduation, all faculty members should be on campus as required by their contracts. The last day of work for 9 month faculty is May 31. Suggestions for time use during those final days included creating syllabi for fall, cleaning office space, completing department and division assessments by early June, and advising students as requested by admissions.

The fall workshop will begin August 15. If any faculty member has a suggestion for a topic to be discussed during the workshops, he/she should contact Dr. Evans.

A question was asked concerning the minimum GPA required to live on campus during the summer and Dr. Evans responded that a student must have at least a 3.0 to use campus housing. Any student can take a class as long as that student is not on probation.

Don Heidenreich reminded the faculty that the first week of June is the deadline for assessment reports from the divisions and departments. He suggested that faculty members use the same format as has been used in previous years.

Dr. Evans discussed the workshops he attended while at the recent HLC Convention:

- 1) One concern is that many campuses have not "bought into" assessment. Most are doing assessment and some are doing it well, but most are completing assessment not for self-improvement but simply for compliance. He stated that he believes LU's assessment program has already improved what we do in our courses. He added that the new Scantron machine will help with tabulation of the assessments and course evaluations starting next fall.
- 2) Another workshop concerned minimizing indirect costs. Dr. Evans shared that the presenters stated that most universities can save up to 30% of their costs by minimizing overhead; however, of the over two dozen suggestions, there was only one that LU doesn't already do: have security officers ride bikes! ☺

Dr. Evans briefly discussed retention. He stated that our retention for freshmen went up 4%, which is not good enough but which is moving in the right direction. He stated that the greatest cause of attrition is lack of engagement with advisors, organizations, and peers. The question he asked what steps can be taken to get students more involved in groups and with us? One suggestion he offered was requiring students, through their College Community Living course, to meet with advisors at least 2-3 times during their

first semester on campus. He further stated that all faculty members need to encourage their advisees to meet with them more regularly. We need to help LU and the students succeed. He further suggested that each faculty member needs to take ½-1 hour per new advisee to create a 4-year plan as a means of helping students visualize their goals. This, he stated, might help give them a feeling of security and make them understand that we care about them.

Dr. Evans thanked the divisions for all of the work that went into their strategic plans. He stated that they should be finalized in early June, available on PCCCommon in mid-June and ready for Board approval during August at their annual retreat.

Dr. Evans stated that one of the items for the summer agenda is to restructure and reorganized the task force system.

Dean Parker made announcements concerning the Fine and Performing Arts Division.

Dr. Evans reminded faculty members that lists of publications and presentations are due to Deans on Friday.

The HLC focused visit is scheduled for Oct. 3 and 4. The primary concern is freshman retention. Other concerns will be addressed as well.

Dr. Evans closed the meeting.

Minutes
Faculty Meeting
Wednesday, October 13
3:00
Anheuser-Busch Leadership Center

The October Meeting of the Lindenwood University Faculty began with a **President's Report**. Items of special interest during his address included the following:

- At the end of the drop/add week, there was a total head count of 2856 residential students which was up from 2350 last year at the same time. President Spellmann stated that we are now full!
- Next year, when the dorms are completed, students will move out of the homes across First Capital, but the total number of residential students will not exceed 3000.
- LCIE also enjoyed a fall quarter increase from 1586 in 2003 to 1989 in 2004.
- In terms of finances, the President reported that the audit is complete and we are "in good shape." Our endowment is now \$3,000,000, up from \$600,000 in 1989. The goal in 2027 is \$200,000,000, on the 200th anniversary of LU.
- The President announced that we are now "Florissant's University" and will soon begin teaching classes there.
- Day programs will begin in Belleville in January. The President also announced BA and MA programs in Criminal Justice as well as a Counseling program.
- We are purchasing 30 additional acres at the Boone Home to add to the present 1,000 acres. This gives us width so that we can double what we are doing there, including adding a Visitors' Reception, Education, and Archival Center.
- It was announced that our Teacher Education program was recently reported to be in the top quartile in all areas and that DESE has granted the program an additional two years before they are required to host another visit.
- In sports, we are undefeated in football. The President stated that these programs "bring us a lot of good activities and it's good to hear the school spirit."
- IDP's were requested early. The President stated that he wanted to plan early for next year and for where we go from here in the next decade. He stated that he wants to plan well for the next year so that LU will be around for the next 189 years!
- The President also stated that "planning to seize opportunity" is one of our trademarks at LU. He remarked that he was glad to see the Faculty Strategic Planning Committee moving toward their goals.
- The President plans to meet with the faculty individually this year, and he hopes that everyone will "accept responsibility for one of the following teaching compensation contracts subject to the University's needs." A PowerPoint listing the four types of contracts was displayed: Normal (33 or equivalent hours), Enhanced (beyond the 9 month contract), Conventional (27 or equivalent hours), or Reduced (lower than conventional.)
- The President stated that our first investment is in people, and he encouraged us all to make sure our IDP's are competitive and relevant and the best for LU.

- The President announced that we may begin the new Fine and Performing Arts Center as early as August 2005. It will be 130,000 square feet in size. The location will be the center of the St. Louis population region. The doors will be open all day and it will be a teaching facility. This makes us different from other institutions. He stated that our goal is to be the #1 theatre teacher preparation program in the state.
- He discussed the Capital and Program Initiative and stated that he is “not planning on standing still” and that he plans to create “plans that cause action.”
- President Spellmann completed his address with a thank you for the part that everyone plays in making LU successful.

Dr. Evans began the **business meeting** with a brief description of the IDP schedule for this fall. He stated that the Deans are to meet with faculty members individually before or during the week of 10/18. He also stated that starting the week of 10/25, all faculty members will meet with either the President or with him. The goal is to have the majority of the contracts completed during the next couple of months.

Dr. Evans announced that registration for J-term and the spring semester will be held during the week of November 8. The Spring schedule should be available by Friday, 10/22. That will allow faculty two weeks to meet with advisees. The winter term registration will take place shortly thereafter, in late November or early December.

Material for the new catalog is due to the Deans by Winter break and to Dr. Evans from the Deans by Dec. 31.

Dr. Evans stressed that if faculty members know of advisees who are not planning to return in the spring and who are not graduating, they should try to solve whatever problems might exist. If the faculty members cannot solve the problems, they should let Dr. Evans know.

Dr. Evans led the faculty in a brief discussion of the new midterm form which asked for a grade to be circled rather than written in. Faculty agreed that it was a more useable form, and it is easier to use for both the faculty members as well as for academic service personnel. A question was asked as to when faculty members will get copies of midterms and they were told that they would receive them within the week. Dr. Evans encouraged faculty to report to him if grades are not distributed in a timely fashion.

By mid-January, fall courses schedules are due to Dr. Evans, and the spring and summer MA schedule is due by the end of January. Registration for fall will be held early in March.

The reports of standing committees were given:

- EPC: Elaine Tillinger reported that last year, the goal was to have policies clearly articulated. The results of that work was sent to the Provost, then to the Deans and then to the President. This year, the goal of the EPC committee is to research and discuss grading standards to insure that the definitions of the grades are

accurate and match the practices of LU faculty. The question of grade inflation will be addressed as will grading standards. Dr. Evans noted that 73% of the grades given are A's and B's and agreed that it was time for the faculty, led by the EPC committee, to look at the issue of grading standards. He asked us to consider if we are "honoring those standards."

- General Education: Charlene Engleking reported that the committee has had its first meeting and that they will continue to consider courses for general education credit. She also stated that they will be reviewing the definition of "cross-cultural."
- Assessment: Peter Griffin stated that in the past, grades (referring back to the EPC committee report) have been included in the assessment report to indicate past practices. He also stated that the current assessment document is going through its final approval stage and will soon be distributed to the Deans.
- IRB: Carla Mueller thanked the members of the committee. She then explained that any research that involves human subjects needs to be approved by the IRB committee in order to insure the "safety, privacy, and rights" of those subjects. She further stated that if a faculty member is planning to use human subjects, he/she should go to the IRB guidebook on the LU website. In the guidebook, she explained, is a copy of the application and the deadlines, and all materials could be sent via email to her for distribution to committee members.
- Faculty Strategic Planning: Jeff Smith reported the three items on the agenda of the FSP committee.
 - First, in response to the HLC Report, the committee is working to determine how technology will better allow LU to retain students by giving faculty information on a real-time basis.
 - Second, the committee is working to create ways for students to communicate with faculty, and they are working with student activities to accomplish this goal.
 - Finally, Smith reported that the committee is also working on the new Faculty Forum concept, and he stated that the first forum will be held on November 3 from 3:00-4:30.
- Honors Task Force: Donna Charron conducted a discussion on the University Honors Program. She reported that over 100 students now take part in the Honors College. She thanked the faculty for offering courses for honors credit. She remarked that she believes she has seen a change in the student body; more students want to excel. She noted progress that she has witnessed: popularity of new and unique courses such as *Philosophy in Film*, attendance at Coffee Conversations (Alan Meyer reported that upcoming CC's will be held in November, March, and April) and participation in the 2004 spring Honors Symposium (Ann Canale announced that the 2005 Symposium will be held on

April 7, 2005.) Canale also mentioned the speaker on Mahatma Gandhi who will be on campus on Thursday, October 14. Charron reported that over 1/3 of the faculty currently offer courses for Honors Credit and that to do so, the faculty member would work with the interested students on special projects that will require the students to go above and beyond the course expectations. A question was asked and answered about taking courses for honors credit retroactively (yes). Mike Whaley answered a question that asked whether it was permissible to not award honors credit if a project is not completed as required, and he stated that it is acceptable to withhold the honors credit. A suggestion was made to add a spot on the grade sheets submitted to Academic Services that would allow a faculty member to note Honors.

Upcoming Activities were announced:

Dean Parker announced the upcoming production of *Animal Farm*, *the Madrigal Dinner*, the Christmas Carole, performances by the University Chorus, the University Chorale, and Voices Only and the Dance Concert.

Eric Click, Director of Student Activity, reported on the upcoming Homecoming and pep rally. He also mentioned the Business Etiquette Dinner.

Dean Parker and Ray Scupin thanked everyone for their ideas concerning the update of the course evaluation. It was announced that a copy of the suggested evaluation would be made available via email for additional faculty suggestions.

The meeting was adjourned at 4:30 by Dr. Evans.

Compiled, typed, and submitted by Jann Weitzel
10/18/04

Lindenwood University
Faculty Meeting
Wednesday, December 1
3:00 p.m.

Dean Jann Weitzel called the meeting to order. Weitzel announced that Dr. Evans, Provost, would not be attending the meeting because he was traveling with Dr. Marilyn Abbott, Dean of Sciences, in order for her to be awarded the Governor's Teaching Award.

Dr. Weitzel also announced that President Spellmann was called off campus and would not be attending the meeting. His comments will be distributed later this month in written form and he will address the faculty at the January faculty meeting.

Dean Hardman recognized Carla Mueller. Mueller announced that the Human Services organization is again collecting donations for two families during the Christmas holiday season. Both families consist of single, working mothers and their children. Ms. Mueller stated that this is a service learning project, and the LU students will take the children shopping and swimming and then host a pizza party during which the parents can wrap presents for their children. An envelope was passed among the faculty for donations.

Dean Hardman announced that classes are to meet at the stated final exam times and that a final exam or "some other evaluative meeting with some input on grade" should be conducted.

Dean Hardman also announced that the last date on campus for 9 and 10 month faculty members in December will be Wednesday, the 15th. An open registration day will be held on that Wednesday and faculty members will be needed to help register students.

Dean Boyle made announcements concerning winter and spring registration. He noted that not all of the eligible students have registered and he encouraged everyone to make contact with their unenrolled advisees and encourage them to get enrolled as soon as possible. He also noted that it is expected that some students may transfer and that will leave openings. He stated that there are students from other colleges looking for a change at semester, and we'd like to be that change. He also stated that the "word is out" that we have "the best teaching, good food, and good facilities for classrooms." This is our chance, he stated, to find those highly qualified individuals. Finally, he stated that we will have 200 beds open for spring and that if each faculty member just recruited one new student, all those beds will be filled.

Dean Hardman introduced the newest member of the Division of Management, the Dean of Academic Services, Tammy Freeman. He shared information from her vitae including that her BA was from Missouri Valley and her MA was earned at LU.

Dean Weitzel introduced Dr. Jeffrey Smith, the chairperson of the Faculty Strategic Planning committee. Dr. Smith explained the purpose of the committee, and he thanked everyone for their participation at the first Faculty Forum and for their responses to the questions asked. He stated that the committee will now organize those comments and put them together into a standardized form with objectives, a rationale, and a set of implementation steps. In January, the committee will put together a draft of a document and will ask for faculty input. Faculty will be asked to state which of the objectives should be pursued and those responses will be discussed at the next Faculty Forum. The faculty will also discuss the Faculty Forum itself and the form that it should

take in the future. At that point, a document will be sent to President Spellmann outlining the main questions and concerns.

Dean Parker announced a series of events taking place on and off campus:

Christmas Carol- 7:30 Dec. 3, 4, 5

Madrigal Dinner- Dec. 3, 4, 5,

Boone Home Christmas Walk- Dec 3, 4, 10, 100. She also stated that there is a fee for all, not free as was stated on the agenda.

Midnight Breakfast- Dec. 6

Staff and Faculty Christmas Party- Dec. 11

January Faculty Meeting- Jan. 3

Dr. Ann Canale also announced a stage reading of Dr. George Hickenlooper's newest play, *St. Francis and the Sultan*. It will be read by LU students at the Downstage Theatre in Harmon at 3:00, Dec. 1.

Dean Freeman stated that the advising forms are now on the J-drive. She also announced that faculty members can access copies of evaluated transcripts on the J-drive.

Dr. Peter Griffin announced that the Assessment Report is now complete and copies will be given to the Deans. Electronic versions will also be available in the near future. Dr. Griffin also announced that he is turning over the chairmanship of the Assessment Committee to Dr. Donald Heidenreich. Dr. Griffin thanked everyone for their help and support in preparing the assessment report in past years.

Dr. Ed Perantoni reminded faculty who use WebCT to back up their programs so that classes can be reset and loaded.

Dr. Ray Scupin stated that the new version of student course evaluations is now down to one page in length, as suggested by faculty, and that the new form will be discussed at the January faculty meeting.

Dean Weitzel reminded faculty of the memorial service for Dr. David Williams.

Dean Weitzel adjourned the meeting.

Respectfully submitted,
Jann Weitzel
Dean of Humanities

Lindenwood University
Faculty Meeting
January 3, 2005
1:30 pm
Spellmann Center Leadership Center

Dr. Evans opened the meeting by welcoming faculty members back from winter break. Evans then introduced President Spellmann.

President Spellman reported on the following topics:

- Economic situation of LU
- IDP meetings: He reported that he has met with half of the faculty with the goal of offering contracts early and thus stability to the lives of the faculty.
- Relationship of the IDP plans to program goals as part of the strategic plan: this all leads to meeting the goals of LU. He stressed the need to keep options open and to be flexible.
- An ambitious 5-year plan: He reported that we start with the programs and look at the people and facilities needed to offer those programs and teach our students.
- Master plan for LU
 - Will share the new master plan for the campus in the near future
 - Discussed the need for fundraising: He stated that tuition is our mainstay but that it cannot meet all of our needs, thus more external support is needed
 - Stated that the 5-year capital improvement is very heavy: We currently have 191 full time people with faculty rank
 - Reported that Sheryl Guffey is going to the National HSAM convention and that LU was voted the top program in the nation. This program is estimated to show great growth in the future.
 - Stated that LU is looking at possible doctoral programs
 - Briefly discussed the new performing arts center, dorms and athletic facilities
 - Reported on the 5-year financial goals of LU
 - The budget for 2005 is 2 million.
 - The goal is to raise 75 mil in capital.
 - Another goal is to increase the endowment by 24 million to reach 200 million by 2027.
 - Mentioned the renovation of the auditorium in Bellville for a cost of 1.2 million
 - Announced that the new Fine and Performing Arts Center will be 135,000 sq feet, including space for performing and teaching. The budget is estimated to be 30 million, and the building should begin in August.
 - Stated that the new road through campus should begin this summer.
 - Reported the purchase of thirty more acres for the Boone Home to allow for the creation of the National Center for the Study of American Values and Culture.
 - Stated that the Lou Brock sports complex is underway.

- Stated that the Harmon Business and Economic Center is on hold and should start up again next spring and that the Watson Lodge will be removed to allow for a new pedestrian walkway from Watson to Clay.

President Spellmann stated that we again had a solid increase in student numbers this year. During the fall, there were 2,856 students living on campus, and LU had a total unduplicated headcount of approximately 14,000 students. The goal for next year is to have 3,200 students living on campus.

President Spellmann estimates that the new shopping center should break ground in 2-3 years.

Grab and Go will be moved to Butler Center for the spring semester.

President Spellmann encouraged retention: “The better we retain, the less we have to work to bring in new students.” He stated that the greatest growth is estimated to be in LCIE and graduate programs, as well as at the 38 off-campus sites.

As of today, there are still 116 empty beds. President Spellmann encouraged everyone to find one new student and to send the name of that student to admissions or to Judy Shanahan or directly to him.

He distributed the *Lindenwood’s “Proficient Graduates” Guarantee* and encouraged faculty members to send suggestions for this program to him or to Dr. Evans. He further stated his belief that everyone on campus is responsible for teaching reading, writing, speaking and problem solving. He added that LCIE should also look to see how this guarantee could be extended to that program.

President Spellmann concluded his report by thanking the faculty members for all that they do to make LU the success that it is.

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Dr. Evans thanked the President for his words and introduced Ryan Guffey, Director of International Programs. Mr. Guffey began by stating that he realizes that many of the faculty members are not familiar with the regulations that exist for working with international students. He stated that each student comes in with an I-20 that includes personal contact information, financial information and an outline of that student’s academic program.

Guffey then showed the faculty where on the J-drive this information can be obtained. He also referred to a handout entitled *International Admissions* and stated that the following criteria must be met:

- 1) students must be enrolled for at least 12 hours
- 2) students must complete their programs in the allocated time as stated on the I-20. This can be extended for one year, but the international office must be made aware of this so that it can notify Immigrations.
- 3) Undergraduates have 48 months to complete their programs.

- 4) Graduates have 18 months to complete their programs.
- 5) During the student's last semester, he/she is permitted to take fewer than the required full time hours if academically required to do so.

Guffey stated that faculty members can often tell if a student is an international student by his/her ID number, many of which are 4 digits in length. Also, all international students are listed on the J-drive. He also stated that he is currently working on a new system that will more easily identify international students.

An open discussion was then held concerning faculty responsibility in advising and working with international students. In response to a faculty question, Guffey stated that international students take the Toefel exam which is often a good gauge of reading and writing but not as effective in determining speaking ability. He also stated that when a new international student arrives, that student's information is forwarded to the student's major division and an advisor is then assigned by that division. Guffey added that the information shared with the faculty will also be given to the coaching staff.

If an international student needs to stay out for a semester, the international office should be notified. Guffey also noted that "Curricular Practical Training" is a form of internship that can be used for students enrolled in college. If a student needs to complete an internship, the advisor should contact Guffey.

Guffey stated that each faculty member is responsible for updating the J-drive lists. When a student is advised, the advisor must go to the J-drive and list the number of hours for which that student is enrolled. If a student adds or drops a class, that change must also be noted. Advisors are responsible for starting this record keeping responsibility this spring.

Dr. Evans discussed the faculty role in retention. He stated that the HLC will be returning in October, and retention was one of its concerns. Evans stated that faculty members are key to retention, not the only key, but an important one; and this emphasis on faculty stems from both their teaching and their advising. He stated that three factors determine how students evaluate the effectiveness of their professors:

1. their knowledge
2. their ability to communicate that knowledge
3. their interest value, that is, how much curiosity they stimulate.

Dr. Evans added that the respect shown to the students and that is garnered from students also plays a role.

Dr. Evans stated that our advising is also important and that we all need to continue to develop our advising skills. He mentioned improvements in areas such as being

1. reliable (available as stated in office hours),
2. amiable,
3. conscientious in all matters including returning telephone calls and evaluating advising sheets and hours toward graduation.

New areas of emphasis include

1. reaching out- showing interest in our advisees,
2. paying special attention to at-risk students, and
3. responding to requests from Dr. Evans and academic services and reporting any problems in classes.

Dr. Evans then introduced Christy Rodgers from Academic Services. She stated that President Spellmann has directed that a new system be created that will ensure the reporting of any unusual problems to Academic Services each Friday. This will include attendance problems; for instance, if a student misses two days in a week with no explanation or 50% over a two week period under any circumstances, this should be reported. Rodgers stated that if a faculty member knows of a problem in a class, he/she should try to solve it first, but if there is no success, it should be reported to her.

A method using lists on the J-drive was demonstrated. It was determined, however, that an alternative method to the one proposed might be more efficient; Rodgers will work on that new system and it will be taught to the Deans who will then instruct their division faculty members. This will take place in the next two weeks, prior to the start of the spring semester.

It was pointed out, however, that by 5:00 each Friday, the forms will need to be completed by every faculty member. If no problems exist, that must be indicated. It was added that adjunct members must also make these reports, but the method for this has not yet been determined.

An open discussion of these duties was held. In response to a question, Rodgers stated that faculty will be notified when a student is dismissed, as she will also be able to write on the J-drive files.

The meeting was adjourned at 3:15.

Respectfully submitted,
Jann Weitzel
Dean of Humanities

Lindenwood University
Faculty Meeting
Wednesday, March 2, 2005

Dr. Evans called the meeting to order and introduced President Spellmann.

The President thanked everyone for the time spent preparing IDP's and meeting with him.

He spoke about the LU physical plant and stated that in 1989, the mail campus totaled 78 acres, and now, in 2005, it totals 500 acres. He stated that we "have a dynamic, continuous planning process" in place and that results in the ability to change components of that plan when deemed necessary.

President Spellmann stated that each division will meet with him and discuss the work that will begin this summer and extend out from there. He stated that the big project presently is Fine and Performing Arts building to be erected on West Clay. He said that there is already a good site plan in place. The building will be 135,000 sq feet in size, and in order to complete the plans, 3 more properties will need to be purchased. He also stated that it will be necessary to move another road. He announced that a bell tower will be on the corner and will serve as a new entrance to both the city and LU.

President Spellmann emphasized that the work that is being completed is for today but also for "the next several centuries."

The President stated that the Board of Directors has mandated that we complete all of the proposed work without debt.

President Spellmann stated that he appreciates all of the work that has been completed to line up the programmatic plans with the institutional plans. President Spellmann stated that he expects the strategic plans to be revised after the divisional meetings with him and that they will then be sent to the Board of Directors.

President Spellmann announced our first international board member who is from Bangkok. This gentleman will meet with the President when he visits Taipei later this month. President Spellmann will travel to Taiwan and China and will have a reception with all LU alumni there. He also discussed a program that LU is developing with Missou for engineering, and he and Ryan Guffey will be recruiting students into that program. He stated that he plans to sign ten sister university agreements and be on the lookout for new opportunities in Asia. He tied this desire to seek new opportunities to the pioneering spirit of LU, which he believes has been lost by many other institutions.

President Spellmann discussed why the \$200,000 Boone Home grant was returned. To use it, he stated, would have cost LU more than the amount we were awarded. Although it was an honor to receive the grant, he stated that the "red tape made it more expensive to actually use it."

He announced a banquet that will be taking place for the swimming and diving championships at the Rec Plex for people from all over the country and Canada.

Once again, the President thanked the faculty for all of their work in the area of retention. He stated that everything is moving ahead quickly, and that LU is blessed with a lot of opportunities.

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Dr. Evans announced the two nominees for honorary degrees: Mark Andrew Kern and Gary W. Meyers. A motion was made and seconded for the degrees to be conferred and the motion was passed on the vote of the faculty.

Dr. Evans distributed the revised Strategic Planning Time Line for 2005-06. He stated that all divisions will meet with the President between March 10-25.

Reports from five faculty committees were given:

- 1) Academic Services: Ms. Tammy Freeman
 - a. Fall registration will take place this spring in the Connection Center from March 21-24. On Friday, the 25th, registration will move back to Academic Services.
 - b. The Honors Convocation will take place on April 24 in the Cultural Center.
 - c. Graduation dates and announcements will be made available through email.
 - d. Grades for graduating seniors are due on Wednesday, May 4. No grade of "Incomplete" may be given. Students graduating in May do not have to take final exams on the scheduled dates, but they may be required to take them earlier.
 - e. Each graduate will be given four tickets for the ceremony. Students should go to Academic Services with a photo ID and their receipt for their cap and gown to pick up those tickets.
 - f. April 8 is the deadline for graduation checks for May graduates.

Weekly StuProgress reports: Ms. Christy Rodgers

- g. Faculty members were encouraged to keep reporting absences until a student has been officially dropped from a course.
 - h. It was explained that if faculty members want to state two problems for one student, one notation should be made in the weekly box and the other can be listed in the "notes" section.
 - i. Questions concerning this report were answered.
- 2) Educational Policies Committee: Dr. Elaine Tillinger
 - a. Tillinger discussed the draft of the grading standards proposed by the EPC which will be sent to everyone via email. Faculty members are asked to send back comments and suggestions.
 - b. Tillinger presented the Internship Policy guidelines. This document will also be sent to faculty members, and comments should be directed to members of the committee.

- 3) General Education Committee: Dr. Charlene Engleking
 - a. Engleking stated that several additions have been made to the general education and cross-cultural lists.
 - b. Program Managers were asked to look over all syllabi and make sure they meet the requirements for completion.
- 4) Assessment Committee: Dr. Peter Griffin
 - a. Griffin thanked everyone for their diligent work over the past years in the area of assessment, and he encouraged people to “keep doing what you’re doing!”
 - b. Griffin again noted that Dr. Donald Heidenreich will take over as Director of Assessment.
- 5) Faculty Strategic Planning Committee: Dr. Jeffrey Smith
 - a. Smith introduced the members of the committee.
 - b. Smith presented a PowerPoint that discussed the process by which the report of the committee was created. He stated that the concerns of the faculty fell into three areas:
 - i. Educational Excellence
 - ii. Retention Issues
 - iii. Efficiency Initiatives
 - c. Smith stated that the complete draft will be ready by March 7. It will be sent to the committee and then to the faculty and to the President.
 - d. The final faculty forum for the year will be held in April.

Dr. Evans asked for new faculty to be introduced. Pam Nichols introduced Dr. Bueno, a new faculty member in counseling at Belleville.

In the area of events and announcements,

a listing of playoff events was distributed.

Dr. Durbin discussed briefly the new Semester Abroad in French that started in January 2005. Four students are currently studying in Caen, France.

Ms. Parker stated that a study abroad program is being developed for theatre undergraduates and graduates to attend Queens College.

The dance troupe will be presenting at the Regional Competition in St. Louis.

Art exhibits are up in Harmon Hall.

Nancy Cloutier-Davis encouraged faculty members to visit Butler Hall to view the photos from the J-term trip to Costa Rica.

Ann Canale announced the Alumni Reading on Thursday, March 3, at 8:00 in the Downstage Theatre.

Dr. Evans announced that classes in Mandarin Chinese will be offered in the fall.

The meeting was adjourned.

Special Faculty Meeting
Wednesday, March 9
3:00
Spellmann Center

The members of the Lindenwood administration, faculty, and staff were invited to a special briefing conducted by President Dennis Spellmann entitled *Bricks, Concepts, and Mission*. The presentation concerned the President's overview of the physical plant enhancements beginning this spring, 2005.

President Spellmann noted that the Strategic Plan is mission-generated and student-oriented and involved the entire university community and aligns all levels and sectors of the plan:

- 1) Individual IDP's
- 2) Program Level Plans
- 3) Division Plans
- 4) University Plans

President Spellmann then discussed in detail the changes that are planned for the LU physical plant through use of campus inventories and maps that indicate projected growth to both the main campus and extended sites.

The President responded to questions.

The meeting was adjourned.