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Lindenwood University Faculty Meeting Minutes, 2005-2006

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Lindenwood Faculty Meeting
Wednesday, October 12, 2005
3:00 PM
Leadership Center

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

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The President began his remarks with good news concerning the recent HLC visit. According to President Spellmann, it was a successful visit and there will be no additional visits until the regularly scheduled review in 2013. He mentioned that there are a few areas on which we can work such as keeping records on retention for the next five years, but overall, high praise was received from the HLC committee members who visited LU. The final disposition will be made available in 6-10 months.

At a recent meeting of the Board of Directors Executive Committee, a proposal was approved to seek accreditation for an Ed.D. program in Education. It will be an applied program with degrees earned in Management and Administration and Curriculum and Instruction. The HLC will be invited back to discuss this option. President Spellmann mentioned that this type of initiative will be necessary because our undergraduate enrollment is likely to level off. Thus, our growth will be in the graduate and evening programs.

The President also mentioned that when he arrived at LU, the endowment was negative. As of June 30, 2005, it was a little above 40 million, and the goal is to reach 200 million by LU's 100th birthday in 2027.

It was mentioned that a new facility has been purchased in Florissant that has 14 classrooms. The goal is to consolidate the education program in that area.

President Spellmann then spoke about the next step for LU and the faculty. His goal is to move away from the labor/management model and to a Professional Co-Manager arrangement. This shared management model in higher education would encourage faculty members to go beyond the constraints of traditional faculty roles. This is tied the development of the IDP's and strategic planning. President Spellmann asked the faculty to consider, "How do [I] stretch [myself] for another year?" He went on to say, "We want to grow everyone according to [his/her] own abilities and interests. It is important for everyone to take a higher degree of ownership in the future of this university."

The President suggested that as faculty members craft the IDP's, they should look at how they can participate in strategic planning year around, set priorities, and reframe goals for the next 6-12 months.

A press release for distributed that announced that LU will freeze tuition. room and board for the 06-07 academic year. One goal of this announcement is to help with retention. Faculty members were asked to "get the word out about the quality instruction [students

receive at Lindenwood, that they receive] personal care at an affordable price.” It was announced that there will be room for 250 new students beginning in January and everyone was asked to encourage students to bring a friend back for the second semester.

The final topic the President discussed was support for professional development. He discussed self-actualization, taking pride in and ownership for LU. He encouraged faculty to not simply make a list of goals but to ask themselves how those goals could be actualized, how we can help students reach their own goals. He stated that we need leadership from the senior faculty to mentor new faculty members and “real thinking about what we can do to move this institution forward.”

In closing, the President mentioned that the gas line in the property on which the Fine and Performing Arts Building will be built is being moved, and the final three properties needed are being negotiated. Currently, the building is coming in at 7 million dollars below what the architect estimated. He stated that we have gotten “good prices and good bids. It’s time to move ahead.”

The President invited questions. A pen from Thailand was given to each faculty member present.

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Dr. Evans thanked President Spellmann for his words.

The following dates were listed:

IDP Process:

Faculty members should meet with their deans between mid-November and mid-December. This will be the performance review meeting and discussion of the 2006-07 IDP. The final draft of the IDP is due the first week of January. Faculty members are encouraged to ask themselves, “How can we be co-managers in the service of Lindenwood?”

Registration dates:

- Spring schedule should be available online Oct. 21
- Hard copy of the spring schedule should be available Oct. 24 or 25
- J-term schedule should be available Oct 24-25
- Registration for spring and J-term: week of Nov 7-11
- J-term book orders due 1 week after J-term proposals have been accepted
- Fall semester course schedule is due Jan. 20
- Summer class schedule due mid-February
- Undergrad catalog copy due December 31
- Graduate catalog copy due Jan 15

Standing Committee Reports:

Educational Policies Committee: Larry Quiggins: Larry announced proposals for this year 1) GPA requirements for internships 2) policy for retaking graduate level course and the GPA required to do so, 3) consideration of a policy to state that the minimum GPA to graduate with an MA needs to be in each discipline, not averaged.

General Education.: Kim Brickler: Kim stated that the committee is working on the advising handbook and making needed revisions. The committee invites questions and comments.

Assessment: Don Heidenreich: Don reminded everyone that assessment is a year-around process and encourages everyone to think ahead.

Internal Review Board: Ana Schnellmann: Ana reminded everyone that if a research project involving human subjects is upcoming, that faculty member should contact the IRB committee.

Faculty Strategic Planning Committee: Mike Mason: Mike stated that the committee had met once and is working to get clarity concerning the charter and boundaries of the committee. Once that is completed, faculty input will be requested.

Dr. Evans distributed a copy of the statement concerning the writing proficiency initiative proposed by President Spellmann. Weitzel added that the test will be given prior to Thanksgiving and faculty members are encouraged to have students who do not pass the test consider taking the Writing Proficiency Lab during J-term or in the spring. A need to have faculty advisors notified of pass/fail was stated. Weitzel responded that it will be considered and a method will be found to meet this need.

Dean Parker announced a series of Fine and Performing Arts activities upcoming during the next months.

Eric Click announced a variety of activities available during the Homecoming festivities. He also reminded faculty that a Facilities Request Form is required if student groups plan to use campus rooms for meetings or activities.

Judy Kamm announced that Friday, October 14, 2005, is spirit day and encouraged all staff and faculty to wear LU wear. She also announced that the Business Etiquette Dinner is a sell-out.

Ed Morris thanked Dr. Evans for his work prior to and during the HLC visit.

Ann Canale announced the blood drive on October 12.

The meeting was adjourned.

Jann Weitzel
Dean of Humanities

Lindenwood University Faculty Meeting
November 30, 2005
3:00
Leadership Center

Dr. Evans called the meeting to order.

Carla Mueller announced that for the 7th year in a row, the social work club is sponsoring two families for the holidays. The names of the families are acquired through the Division of Social Services, and the LU students work to solicit donations so that parents of these families can purchase gifts for their children. Mueller is responsible for asking for donations from the faculty, and donation envelopes were passed.

Dr. Evans introduced President Spellmann.

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President Spellmann started his presentation with updates concerning items occurring in the public sector. He distributed and discussed 1) River's Edge Policy Institute Report, 2) a guest commentary from the UMSL campus newspaper discussing funds for public and private college education, 3) information about the Clarion Bell Tower to be named for Ben Blanton, 4) an article about Cisco Heating and Air Conditioning finally reaching an agreement with Lindenwood, and 5) information about comments Lindenwood University taking away affordable housing in St. Charles.

President Spellmann stated that if classes would like to meet and discuss any of these issues, those meetings could be arranged. In addition, he is interested in holding forums to discuss topics such as those mentioned.

President Spellmann also updated the faculty on the progress of the Fine and Performing Arts Complex. He stated that everything is proceeding on schedule and that footings and the foundation should be started soon.

President Spellmann also stated that the Florissant Campus is ready for full use in January and that we are now "Florissant's University"!

Enrollment for spring continues to grow, but the President added that we still room for additional students. He thanked everyone for the Wednesday night Phonathons and for helping to recruit and enroll new students and advisees. He also thanks everyone for contacting late enrolling advisees and helping them find classes.

Finally, President Spellmann announced at the state of Missouri has chosen to discontinue the Governor's Award for Excellence in Teaching and thus he has decided to offer the President's Award." A beautiful plaque signifying that award was presented to Jann Weitzel.

Dr. Evans thanked the faculty for their recruiting leads.

Dr. Evans then discussed the expectations for finals week:

- 1) all classes are expected to meet and all faculty should give an exam or hold some other evaluative class activity
- 2) exceptions can be made for individual students, but most students should attend during the final exam time
- 3) all faculty members should hold posted offices hours during finals week- he suggested that each member should have at least one office hour per day.
- 4) if students request to take exams early, the faculty member may choose whether or not to grant that request. Permission from Dr. Evans is not required.
- 5) 9 and 10 month faculty members may leave after grades are turned in after December 9. Grades are due December 12.

Dr. Evans thanked the faculty for contacting late-enrolling advisees.

Upcoming activities were mentioned by Dr. Evans and Eric Click:

- Christmas Walk at the Boone Home
- The Christmas Carol
- Madrigal Dinner
- Midnight Breakfast
- Finals Food in the Loft
- Christmas Party
- Extended hours for computer lab and library

The January faculty meeting is set for January 3 at 1:30.

Submitted 12/1/05

Jann Weitzel, Dean of Humanities

Lindenwood University
Faculty Meeting Minutes
January 4, 2006
1:30-3:30

Dr. Evans called the meeting to order at 1:30. He directed everyone's attention to the scrolling photos on the screen in the front of the room. The photos depicted the social work students' Adopt a Family holiday event which was supported, in part, by faculty donations.

Dr. Evans then introduced President Spellmann.

President Spellmann began his remarks with an announcement that Lindenwood University was enjoying its largest J-term enrollment to date.

He then distributed a one-page summary of goals set by higher education in the state of Missouri. He summarized his points by stating that Lindenwood University is encouraging the dismantling of the coordinating board of higher education. The state of Missouri is trying to use it as a "gate keeper" which affects private universities. The goal is to get the power to regulate private schools so that "they can compete with us." President Spellmann is adamant that "we won't let them. We cherish our ability to develop our own mission and purpose."

President Spellmann discussed briefly his first day on campus. He announced to the faculty in 1989 that he planned to re-found the university based on earlier principles. He felt that it was necessary for Lindenwood College to be student-focused and to develop its mission- to get re-founded.

He then shared a copy of an article about Lindenwood University published in Masonry. A quote from the article stated, "When students complete their degrees at Lindenwood University, they're well prepared to become *solid as masonry* citizens."

President Spellmann then shared draft 2 of The Lindenwood Way. The goal of this document is to define who Lindenwood University is. He contrasted Lindenwood to large research-based, multi-campus universities where everyone moves in a lock-step manner. He stated that at Lindenwood, we recognize the richness of diversity and the different missions within that diversity. He asked, "Why are we growing and prospering when others are not?" He stated that we don't want to compare ourselves to others but to contrast ourselves with them. "We want to give people choice." He further stated that he believes it is important for Lindenwood University to be "free and independent to explore new trails" and that he hopes we continue with this legacy. He stated, "We are proud to do things differently if it is right for us. We contrast; we serve a purpose." He concluded his remarks by stating that "We want to be the very best Lindenwood University we can be."

President Spellmann announced that he plans to meet with each division at least once during the first months of 2006 and individually with faculty members with program changes. He asked the faculty to consider the information in the document and be ready to discuss their ideas with him at the division meetings.

Dr. Evans thanked President Spellmann for his remarks. He then announced a series of deadlines for the faculty:

- Undergraduate catalog copy was due on Dec. 31. He stated that the divisions will have 2 opportunities to proof the copy before it goes to print.
- Graduate catalog copy is due January 15.
- First draft of fall schedules due Jan. 20.
 - Revision is due Feb. 1
- Summer schedules are due Feb. 15.
- Senior Grades will be due May 8.
- Summer sessions will run
 - May 22-June 16,
 - June 19- July 14,
 - July 17- August 11.

Dr. Weitzel announced that room still exists in the Writing Proficiency Labs for spring. Dr. Hickenlooper announced the upcoming performance of his play *Saint Francis and The Sultan*

Dr. Evans then announced that the faculty would participate in a workshop designed to discuss the purpose of our general education program. Materials were distributed and faculty members broke into small groups for discussion. After 20 minutes, Debra Johnson and Chris Scriber led a large group discussion. At the end of the session, divisions were encouraged to continue working on these definitions and descriptions and were asked to turn in any revisions to the general education representatives.

The meeting adjourned at 3:30.

Jann Weitzel
Dean of Humanities

Lindenwood University
Faculty Meeting
March 1, 2006
3:00
Leadership Room- Spellmann Center

The March faculty meeting began with a report from President Spellmann who was introduced by Dr. Evans.

President Spellmann began by stating that he wanted to “share the good news!” He stated that he appreciated the retention and recruiting efforts of the faculty and staff. He announced the LU had a record enrollment this spring with 300 more students than ever before resulting in just about 3000 resident students. Next fall, he expects that LU rooms will be full with a total of 3200-3300 students living on campus. He also stated that LU currently has 500 undergraduate and graduate students representing 73 different countries.

President Spellmann stated that for the first time, the LU budget exceeded 100 million dollars. At midyear, LU increased financial assistance to students by \$6,000,000. He stated, “This is a time we can do well and good at the same time.” Real growth, said President Spellmann, will come through our evening and graduate program network.

President Spellmann indicated pride in the programs offered at LU. He thanked everyone for their efforts and stated that “we wouldn’t be where we are now” without them. In particular, he mentioned a new articulation agreement with the police academy, the expanded study abroad program (stating this was a unique program because students study and earn college credit at the same time), the YMCA Partnership, the Skyway Farm programs that are “on the horizon,” the contract with the state of Illinois to increase math and science education, the opening of the day college at Belleville, and the work with Scott Air Force Base to offer programs for personnel and their dependents. “The good word about Lindenwood is out!” stated President Spellmann.

The president stated that the meetings with the academic divisions are going well and that he appreciated everyone’s time. He encouraged anyone with additional ideas to call and make an appointment. He added that he continues to hear from students about the good teaching taking place in the classrooms.

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Dr. Evans thanked the President for his comments. Evans then introduced Scott Queen who discussed the new LU Communications Council which consists, in addition to Queen, of Julie Beard and Nancy Calvert. The goal of the council is to improve LU’s communication outreach and help LU grow in reputation as a good place to get an education. He particularly mentioned LU’s 179 years of service, innovation, orientation toward the students, and values-oriented culture. He encourage faculty to share news and events by sending information to him on the News Form.

Queen also mentioned the new Journalism program that will begin in the fall. He announced the new e-publications that are being used to share information with students. In closing, he stated that the new council will work to have the “look and the style of all communications the same.”

Dr. Evans announced candidates for an Honorary Doctorate of Humane Letters:

- 1) Pastor David Blunt, Pastor at the Church on the Rock, and speaker for Baccalaureate and Graduate student graduation
- 2) Robert Wildrick, speaker for the Undergraduate Commencement

The motion to award these two degrees was moved, seconded and passed.

Dr. Weitzel moved that Donna Card Charron be awarded the title of Professor Emerita and Dr. Abbott moved that Dominic Soda be awarded the title of Professor Emeritus. Both motions were seconded and passed. The nominations will now be taken to the President and the Board of Directors.

Reports from Committees:

Kim Gordon- Academic Services

Gordon shared information about registration, deadlines, a new Academic Services Users Manual, graduation, and future goals.

Educational Policies: Dr. Evans announced that this committee has completed its tasks for the year.

General Education- Kim Brickler

Brickler announced that the advising manual has been updated and will be available on PC Common under Gen Ed Adv. She also announced that the committee has been working with academic services to make sure that the names and numbers of courses match. They are also currently creating a document to emphasize the importance of general education courses.

Assessment- Don Heidenreich

Report is due June 15

Faculty Planning and Development

Ben Scolle distributed a handout listing the initiatives of this committee.

IRB: Jann Weitzel read a report supplied by Ana Schnellmann and encouraged anyone with questions to contact Schnellmann.

Dr. Weitzel congratulated Dr. Kris Runberg Smith for completion of her Ph.D. and Dean Hardman congratulated Dr. Annette Najjar for completion of her doctorate.

Introductions:

Reference librarian: Mike Darlack

Computer Services: Alex Paradissis

Management: Doug Cannon

Chris Bernett

Brandi Goforth

Announcements:

Dr. Sue Tretter encouraged everyone to attend the International Festival, March 3.
Mike Jacobson announced that LU's social work program had received word that
it has...

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.