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2007

## **Lindenwood University Faculty Meeting Minutes, 2007-2008**

Lindenwood University

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**LINDENWOOD UNIVERSITY**  
**Faculty Meeting—Minutes 10/10/07**

The meeting was called to order at 3:05 p.m. by Dr. Rick Boyle.

**I. The President's Report**

- Fall enrollment – doing very well, began Fall 07 with 3519 on campus and currently have 3515
  - 4300 during the day with commuters
  - 5% increase in graduate programs
  - 2% increase in tri-semester
  - 14% increase for fall quarter
  - President Evans thanked everyone for their fruitful recruitment efforts and encouraged us to find 2300-400 new students for Spring 2008
  
- **Communication Task Force – Customer Service**
  - Discussion of ways to improve communication both internal and external
  - Answering phones with a live person
  - Messages and follow through
  - Task force has been organized to explore the problems and come up with suggestions for improvement
  
- **EPC – initiative on academic freedom**
  - At what point does it/or should it separate from responsibility
  - Also consider all of the stakeholders including students

**II. Presentation of Faculty Awards**

- **Emerson – teaching award** – David Brown
- **President's Scholar/Teacher** – Jeff Smith
- **Scholar of the Year** – Ray Scupin
- **LSGA** – Ed Morris

**III. Investiture Information – November 9, 2007**

- 21<sup>st</sup> president of Lindenwood University
- Review of events and class cancellation specifics
- Important events all week
- Reception for President Evans 11/09/07 at 4:30 pm at LUC club, and additional parking has been added

**IV. Annual Performance Reviews and IDP Process**

- Deadline handout distributed

**V. Academic Honesty: Dr. Weitzel**

- Reviewed policies
- Turn It In

**VI. J-Term/Winter/Spring Term Registration Process**

- Will be registering manually as previously
- Application for degree deadlines please follow them: 11/01/07 for Spring 08 graduation
- Suspended students can not take J-term
- 11/2 last date for WF or WP
- Registration begins 11/12 for Seniors; 11/13 for Juniors; 11/19 for Sophomores; and 11/20 for Freshmen

**VII. Summer/Fall – Open Registration dates**

- List of dates given, will need faculty support

**VIII. Standing Committee Reports**

- Introductions of committee members and chairs
- EPC- Larry Quiggins
- Gen Ed. – Kris Smith
- Assessment - Don Heidenreich
- IRB – Coleen Biri
- FPDC – Jennifer Firestine

**IX. Upcoming Activities**

- Update of fine and performing arts events by Marsha Parker
- Homecoming 10/20/07 and numerous activities including football game and dance

**X. Announcements/Other**

- New student athlete policy in force – Rene Raisbeck will be the athletic eligibility officer
- New equipment in the fitness center
- Spellmann Center will have wireless internet access by Spring 2008
- Newly formed Wellness Committee – Jay Hardman (chair) has formed and will be looking at physical, mental and spiritual health services on campus

**Meeting adjourned by Dr. Boyle at 4:28 pm.**

*Respectfully submitted,*

*Debra L. Johnson, Associate Professor*

**Faculty Meeting Minutes**  
**Wednesday, November 28, 2007**

I. President's Report

- Thank you to faculty for participation at the investiture ceremony and week
- Registration went incredibly smooth
- Continuing increases in operating expenses particularly related to personnel and utilities. Personnel up 10%
- Next 8 years revenues must continue to go up in order cover the \$100 million in capital improvements
- Increase in tuitions – 7.5% for evening/graduate and 2.5% for undergraduate day students
- We remain the least expensive private University in the region
- Re-authorization of higher education act House Committee on education and labor. Provision for student achievement. NCLB – this would be the higher education version. The House committee version includes:
  - Provision to eliminate degree mills
  - Also calls for a study of articulation agreements
  - All transfer agreements made public on the web

II. Dr. Boyle

- Final Exams- every class is to have a final exam or project during the final exam week
- Last day – for 9 & 10 month faculty is after exams and when grades are turned in
- Christmas Eve is now a holiday for 12 month faculty

III. Barry Finnegan

- Thank you to everyone for your assistance with registration

IV. J. Weitzel

- Attendance initiative – will continue in the spring. Able to identify student issues early and allows for a quick follow up.
- Last year 32% of academic contracts were successful; 51% at mid term had no D's or F's; 36% decrease in athlete students with D's or F's compared to last year
- Mid-term new success contracts through student development office

V. Due dates: J. Weitzel

- Jan. 30<sup>th</sup> – January faculty meeting
- Dec. 17<sup>th</sup> – final grades due
- Christmas Party – December 15<sup>th</sup>
- Ed.D. program looking for committee members for dissertations. A stipend will be offered

VI. Report on CAMS – D.Soda

- March was one possibility to go live but most likely will be next fall registration
- Data conversion and learning how to use the system is occurring now
- Next stage is integration with other systems

VII. Upcoming events

- Social Work Adopt-A-Family Program – collecting money in classes and from faculty
- Christmas Walk at the Boone Home
- On-Campus Christmas Walk
- A Christmas Carol – play, the last time in Jekyl Theater
- Midnight Breakfast
- Christmas Party
- January faculty meeting

VIII. Other

- Hollis Heyn purchased bicycles for International Students and suggested that if any faculty wished to do the same it was a good Christmas contribution
- Darren Marhanka announced that on 2/3/08 a fund raiser for Parkinson's will occur at LUCC with a showing of a movie of the Tour de France
- Nancy Durbin – Christmas caroles in French will occur on 12/7 which is a Friday night.

Adjournment Dr. Boyle: 04:11 pm

Lindenwood University

Faculty Meeting

March, 05, 2008

I. President Evans

- a. Looking at some additional sites, Jefferson County, Hannibal-Quincy, Washington Avenue-St. Louis City, for off site centers. Determined to maintain quality at these external campuses. A number of Doctoral students in the Springfield-Nixa area. Will be adding another full-time faculty member down there. Necessary for Universities to look for new sites to offer a variety of programs and revenue.
- b. Kept tuition hike to 4.2%, low increase compared to other schools
- c. Won't let the student population outgrow the faculty. Will not sacrifice quality.
- d. Making Lindenwood a more familiar term and a more familiar place. Activity in a number of organizations like, Partners for Progress, Regional Community and Growth Association (RCGA), St. Charles Chamber of Commerce, Regional Business Council (St. Louis Area) – emphasizes the importance of education especially higher education. Through this have been able to network with other area college Presidents.
- e. Outreach:  
Continue to reach out to the alums and the Lindenwood family. Wish to have more of an emotional and psychological relationship with LU.

Picnic for alums 6/21/08; food, games, special events. Hope is to get more of them re-engaged to the University. Have much to offer in both talent and resources.

07/17/08 picnic for faculty and staff.

- f. LU booklet this year on students; We Succeed When Our Students Succeed.  
Next year

II. Summer Facilities Work – Julie Mueller

- a. Many exciting projects to discuss: Fine and Performing Arts Center – coming together. Ready to be open this Fall.
- b. Dorms G & H are being completed on the back of the property.

- c. Harmon Hall addition will begin this summer. The building will be doubled to hold the Management Division. Phase I. Classrooms, lecture hall, offices, seminar rooms, offices, start of the art technology.
- d. New gate additions; old and new First Capitols will have a gate.
- e. New pedestrian paths as part of the Wellness Committee. Encourage walking and enhance visual features along the way.
- f. Additional landscaping efforts. Medium and large trees, more flower beds, and more grass improvements, enhancing the looks of campus.
- g. Disabled access to the library will start this summer
- h. Air-condition study for non-air conditioned classrooms and dorms
- i. Updating and re-modeling, painting, retaining walls
- j. Planning: Student Center and Dining Hall 115,000 square feet will include recreation components throughout the building, meeting spaces, post office, laundry, and new cafeteria (food court), plans will be completed in September
- k. Apt. style dorms on the back 40 behind the track. Will start one per year beginning next summer. 10 units per building. Each apt will have five bedrooms and bathrooms with a common living/kitchen space.

### III. Reports:

- a. Honors – Mike Whaley: Fall 2008 we will have honors sections; four courses in the fall and more in the Spring. Limit of 20 students, more intensive reading, writing, and class discussions. Concentrating on incoming freshmen.  
Requirements: 29 or above on the ACT, returning/transfer students 3.3 GPA .  
Will continue with students in regular courses offered for Honors as it was before.  
If faculty are interested in offering a section for Honors contact Prof. Whaley.
- b. CAMS – Dominic Soda. On second data conversion. On Friday the first in depth training will occur for Admissions. March 17 and 19 Financial Aid will have training. Looking for implementation between August 30<sup>th</sup> and October 30<sup>th</sup>.  
New Accounting system is being put in place with training occurring presently.  
Possibly faculty training will occur in a faculty workshop in August if it is ready.
- c. Counseling Program – Jan Munro  
Brochure handed out. 106 undergraduates have been serviced in the last two years. Most of these were referrals from faculty and staff. In addition to full time counseling staff they have seven interns in counseling. Can do evaluations for learning disabilities, attention and memory, etc..to help students qualify for services.
- d. MoSTEP – Cindy Bice  
Academic Divisions, Education, Log in page is there: guest (password : mostep) and submit.  
Gave post it notes with motto: Teaching and Leading is an Art and a Science.

#### IV. Academic Services – Barry Finnegan

- a. Graduation Deadlines and Volunteers – Some things are different than previous years. Students may get their caps and gowns on line with an additional charge. Deadline is April 11<sup>th</sup> to order on line. The other option is at the bookstore, April 17,18,19. No tickets will be issued, first come, first serve. The building will be large enough to accommodate all. No rehearsal this year. Faculty will still need to order through the bookstore for rental caps and gowns. Need volunteers for graduation, contact Barry.
- b. Registration – Connection Center. Will begin at 7:00 am – 2:00 pm. Between 2:00 pm – 6:00 pm students can go to Academic Services. March 10<sup>th</sup> must have 84 hours to be considered a Senior. March 11<sup>th</sup> 54 hours completed to be considered a Junior. March 17<sup>th</sup> sophomores, March 18<sup>th</sup> less than 24 hours and for everyone.
- c. Last day to withdraw with a WP or WF is April 4<sup>th</sup>. Advisor signature and LDOA signature by instructor.

#### V. Other Dates and Deadlines, and Announcements:

- a. Melissa Qualls reminded us that any non-native speaker needs to be evaluated by her. Please don't be charitable and signed into English classes without evaluation.
- b. Speakers Bureau – going well and growing.
- c. Hand out the Writing Proficiency card at advising.
- d. Update from Wellness Task Force: SLU and nursing students will be sending out an electronic survey for faculty and students. Please take two minutes and complete this survey.
- e. LU first cycling event on campus this Sunday, some of the big 10 schools will be here.
- f. Business Etiquette dinner was re-scheduled for March 10<sup>th</sup>. It had been cancelled due to weather.
- g. Dr. Boyle announced STLHERC will show job postings. New initiative starting tomorrow. LU job vacancies, staff, faculty, etc.. will all be posted on this website.



Lindenwood University

Faculty Meeting

05-07-08

Meeting called to order by Dr. Boyle at 3:00 pm

I. President's Address – Dr. Evans

Thanked the faculty for another great year. We are becoming a community of ideas. The center for fine and performing arts will open this summer and with this we will have great programming. The production schedule will be available soon. Dr. Evans and Pam Grooms visited the Steinway and Sons company in New York to choose the three grand pianos for the center. We will be one of 90 institutions considered Steinway campuses. This center is the integration of higher learning and entertainment.

Breaking ground later this year for the new student center. The first apt. style residence hall will also be started. The bell tower/carillon will be started as well. Access to the library for all will be added this summer. Adding beautification of medium sized shrubs and trees to the campus.

Intercollegiate sports: many are still in playoffs and finals. Added women's wrestling and table tennis. Synchronized skating as well.

We will be implementing the new course registration system this summer. Hopefully it will be ready for fall with the advantages and challenges.

We are expanding the speaker series with professionals coming to campus. A University is all about productive conversations and the exchange of ideas in the context of professionalism. This is something we wish to continue to develop.

Looking at AQUIP instead of PEAC. It may be a better fit for constant quality improvement.

Too much good news to relate and not enough time. Dr. Evans thanked the faculty for their personal service and commitment to students.

II. Announcement about robes. Friday the first group will be arriving at the Spirit Shoppe.

III. Approval of graduates. Faculty received the list. Motion made to approve undergraduates, masters, Education Specialist, and EdD candidates on the list. The vote was unanimous and all were approved.

IV. Results of weekly reports: Dr. Weitzel

Also referred to as the star students \*. Included all students deemed at risk as well as all of the athletes. 1883 students were on the list. We can see by this that it worked and there was improvement. The athletes were brought in to work on the problem areas and it showed. At least 171 different faculty members reported in. It is a responsibility for every faculty member who has undergraduate students to report weekly. This one area of concern from HLC, retention. Dr. Weitzel thanked the faculty for complying as we can see it is truly making a difference.

V. Dr. Boyle: other issues.

Finals Week: Overheard a student stating that he had a final exam this week. We do have a final exam week and are expected to give a final at the final time. Dr. Boyle does not want the faculty to take advantage of the new administration. Faculty need to be held accountable.

Turn It In: When we print to a printer students may have access or availability to see a paper or a memo. It is important that we pick up our printed materials as quickly as possible to maintain confidentiality.

Faculty/Staff night at the Rascal's game on May 29<sup>th</sup>.

E-mail: student complaint about faculty not checking their emails and responding. We must be the role models.

Calendar after graduation: All faculty members are to be here until the end of May.

Retirement reception this Thursday May 7<sup>th</sup> in the VIP room, at 4:00 pm honoring three faculty members, Rita Ludwig, Roger Deppe and Ken Chilton.

Dr. Susan Eisenberg will be starting on Monday with the Ed.D. program. APA and research methodology is her area of expertise. Her dissertation became a textbook. She will be working with the adult learners.

- VI. Graduation, Barry Finnegan, grades due May 20 at 5:00 pm. Faculty be at the arena by 6:30 pm. On Saturday 9:00 am. Faculty check in will be at gate 4. Incompletes for fall semester will fall semester need to be changed by Friday.
- VII. CAMS – Shawn M  
We are ahead of schedule. The financial aid department is live right now. Still testing but plan to go live in June. Faculty training may occur during August faculty week. Phase III will be degree auditing and will begin after faculty and students go live. Catalogue is ready and it will be a few months before the degree audit portion will be live on CAMS. Will no longer need bingo sheets.
- VIII. Faculty Planning and Development –  
Faculty handbook has been worked on and will be completed. Ana discussed the speaker for fall. We will be having a professional development day in February. We are beginning a reading list for faculty. Blink, Freakonomics, and The Art of Teaching, are the choices. We will have book discussions in the fall. Faculty signed up for books they were interested in.
- IX. Lecture and concerts: Paul Hoffman. Beginning this fall we will be reviving the lecture series. Hope to create an increase and involvement by students and faculty in areas of interest. This summer a brochure will be developed to draw greater interest from the community. It would be great if Professors could incorporate some of these lectures into your course plans.
- X. Family picnic: July 16<sup>th</sup>, Wed., from 5-8 pm. Employee, in the picnic area near the performance arena. For fun, no obligation. Children invited. There will be games some for adults and others for kids. Casual day at work. Blankets and lawn chairs should be brought as well. Rain location – performance arena.
- XI. Announcements: Dr. Sue Tretter was chosen as Fulbright scholar. You can get an application from Dr. Weitzel. Dr. Shane Williams dissertation was selected as the dissertation of excellence from Rutgers. \_\_\_Platte is received his doctorate. Overnight task force needs more members, see Dr. Weitzel. Prior approval forms need to be completed in order to be guaranteed to transfer a course. The policy in the catalog states that if the student lives within driving distance of Lindenwood and the course they wish to take is available, then they need to take it on campus.
- XII. Meeting adjourned by Dr. Boyle at 4:05 pm.

