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Lindenwood University Faculty Meeting Minutes, 2008-2009

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Lindenwood University

Faculty Meeting

10-01-08

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

Faculty Awards Presented: Scholar of the Year Award: Dr. George Hickenlooper; President's Scholar-Teacher Award; Dr. Paige Mettler-Cherry; Emerson Award for Teaching Excellence: Dr. Peter Griffin; LSGA Professor of the Year: Jack Beckerle.

Advising in CAMS: Students will be able to register for Spring 2009 and J-term: Seniors (84) 11/10; Juniors (54), 11/11; Sophomores (24) 11/17; Freshmen 11/18.

- Students need to meet with advisors. Advisors will then "uncheck" them in CAMS so that the student may register at the appropriate time.
- TBA arranged courses like tutorials and independent studies will need to be registered on paper with the appropriate forms.
- 10/13/08 students will be able to check their mid-term grades from CAMS. Faculty are advised to have student's check for themselves and not give out grades. No paper copies will be issued to students. Instructions will be sent out via lionmail.
- Given a demonstration by Shawn Haghghi for faculty to submit grades. Questions answered.
- Grades due by 5:00 pm on 10/10/08.
- Any problems students are having with accessing lionmail are to be referred to the Help desk.

General Advising Concerns:

- The system will not allow students to register for a class with overlapping times.
- Make sure that students are being advised by their advisor.
- When courses are full it will require instructor approval and then Dean's signature and must be entered by paper at Academic Services.

Classroom Etiquette: We are still enforcing the "no hats" indoor rule. It is important that faculty support this.

Wellness Update: The student health clinic is now open and has been servicing approximately 50 students per day. Walking trials with guides have been set up around campus. Employee workshops and electronic website is up. WWW.10000steps.org.au is a place to record progress on walking program. Can earn well bucks to be used at an auction in the spring. Attend workshops/activities to earn. www.lindenwood.edu/lindenwell has employee resources and incentive programs.

Announcements:

- J drive – faculty folder – enrollment report for Spring 09 will be available as in the past and will update regularly.
- Writing Center handed out brochure.
- Melissa Qualls gave an update on the English preparedness program for International Students. It is going well and they are seeing it as an asset.
- W. Golick – math advising guidelines and math placement tests. Please make sure when advising to follow the guidelines. Depending on placement tests students may be adjusted accordingly.

Meeting Adjourned by Dr. Boyle at 4:50 pm.

Lindenwood University Faculty Meeting
Thursday, December 4, 2008
3:00
Anheuser Busch Leadership Room

- I. Guest: Robert Duffey- Collegiate Readership Program
- II. The President's Report- President Evans
- III. Annual Performance Reviews and IDP Process- Rick Boyle
- IV. DBA Accreditation Visit- Ed Morris
- V. Lindenwell Update: Annie Alameda
- VI. Standing Committee Reports- Rick Boyle
 - a. Educational Policies Committee- Jeff Smith
 - b. General Education- Chris Scribner
 - c. Assessment- Don Heidenreich
 - d. IRB- Colleen Biri
 - e. Council on Teacher Education-Cindy Bice
 - f. Faculty Planning and Development Committee: Debra Johnson
- VII. Submission of Final Grades and Review of Online Registration- Adam Ulrich
- VIII. New Programs- Jann Weitzel
 - a. BA in Digital Cinema Arts- Ben Scholle
 - b. BA and minor in Economics- Anthony Clark
 - c. Minor in Interactive Media and Web Design- Jason Lively
 - d. Minor in Fashion Design- Florence Dewan
 - e. Minors in Philosophy- David Brown
 - f. MA in International Relations- Ryan Guffey
 - g. BA in Fire Science- Gerry Blasi
- IX. Overnight Task Force- Jo Ellen Kerksiek and committee
- X. Upcoming Events and Announcements
 - a. Christmas Event in Social Work- Dana Klar
 - b. Boone Home Candlelight Walk- David Knotts
 - c. Others

Lindenwood University

Faculty Meeting

12-04-08

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

- I. Guest: Robert Duffey – Collegiate Readership Program: Explained to faculty how the free newspaper for students reading program works. Students/faculty have liked the program. During the pilot period 12,000 newspapers were read at LU. Visit website: www.usatodaycollege.com for more information
- II. The President’s Report – President Evans: Shared thoughts on teaching and learning.
 - “Thoughts on Higher Education” by Linda Hoover in 2008 Higher Learning. Discussion of student cyber lives, wanting instant feedback and not having to do a lot of critical thinking. How can we best educate these college students? We fall short when we emphasize how well we teach rather than how much did they learn.
 - Joe Hoyle “Still thinking About Teaching After All These Years”. What is the primary role of the teacher? Lecturing is ineffective – want students to care about the material.
 - Ken Bain “What the Best College Teachers Do” The results: the best teachers 1. Challenged me to reach my potential 2.) Genuinely cared about me as an individual and about my development 3.) Engaged me in the subject matter.
 - Challenge – Respect – Engagement
- III. Annual Performance Reviews and IDP Process – Dr. Boyle
 - Discussion of meetings with Deans in December. Contracts should be out in January.
 - Despite economic situation LU seems to be doing fine but we need to be aware that we still need to continue positive efforts toward retention and recruitment.
- IV. DBA Accreditation visit – Dr. Morris: HLC visit discussion. Results that we would need to add additional faculty (5 PhD Professors) to add to the already increased staff. Limiting size of class. It appears to be impractical at this time therefore the DBA accreditation will be put on hold
- V. Lindenwell Update: Annie Alameda
 - Brochure for the clinic; walking routes uploaded; spiritual health is an issue that will be addressed as well; more pedometers to come. Sign up now on the website. Incentives and prizes.
- VI. Standing Committee Reports; updates and review of missions
 - Educational Policies Committee- Jeff Smith
 - General Education – Chris Scribner
 - Assessment – Don Heidenreich

- IRB – Colleen Biri
 - Council on Teacher Education – Cindy Bice
 - Faculty Planning and Development Committee: Debra Johnson
 - Sibley Day 2/25/09 include in your syllabi
- VII. Submission of Final Grades and Review of Online Registration –Adam Ulrich
- December 10th at 8:00 am faculty can begin to enter grades
 - December 16th at 8:00 am will be turned off. Grades after that will need to be on paper.
 - Review of N- never attended AF=attended and then stopped after the deadline thus the reason for attendance failure
 - December 12th J term registration ends online
 - Students will have an “unofficial” registration until the semester begins and students are clear with the business office
- VIII. New Programs – Jann Weitzel
- The following were approved and will be in the next catalogue:
 - BA in Digital Cinema Arts – Ben Scholle
 - BA and minor in Economics – Anthony Clark
 - Minor in Interactive Media and Web Design – Jason Lively
 - Minor in Fashion Design – Florence Dewan
 - Minors in Philosophy – David Brown
 - MA in International Relations- Ryan Guffey
 - BA in Fire Science – Gerry Blasi
- IX. Overnight Task Force – Jo Ellen Kerksiek and committee
- Investigating a policy for any students who are travelling for school events with LU professors
- X. Upcoming Events and Announcements
- Social Work Student Alliance – Dana Klar sponsor
 - Collection for Adopt-A-Family, annual event
 - Boone Home Candlelight Walk – David Knotts
 - Still need volunteers
 - Next two weekends
 - Very nice event if you have not attended.

Meeting dismissed by Dr. Boyle at 4:30 pm.

LINDENWOOD

Minutes of Faculty Meeting

March 4, 2009

I. CALL TO ORDER

The March 4, 2009, Lindenwood University Faculty Meeting was called to order at 3:00 p.m. in the Leadership Room by Richard A. Boyle, Vice President of Human Resources/Dean of Faculty. Dr. Boyle introduced Dr. Evans, and thanked him for his faith in Lindenwood University and the faculty as particularly demonstrated by the extending of proposed contracts with salary increases.

II. PRESIDENT'S ADDRESS

Lindenwood University President James D. Evans, Ph.D. indicated how pleased he is that in these difficult financial times, Lindenwood University has not found it necessary to put a financial burden on the backs of the faculty. He reported that LU is having a good Spring Term, and that while it is not without uncertainty, the immediate future of LU looks bright.

Dr. Evans informed the faculty that the number of enrolled residential students is up over the Spring 2008 semester; the number of day commuter students is also up (although he would suggest that students with questions about the possibility of saving money by becoming a commuter students might do well to consult with Christie L. Rodgers, Dean of Enrollment Management); the evening college is holding its own with students "signing up and showing up."

The President then addressed issues related to Missouri House Bill 792 and its twin, Senate Bill 390, and the reductions in state grants for private university students that would follow their being signed into law. The immediate impact on LU students would result in a loss to LU between \$2.5 million and \$5 million, depending on the number of students who leave. Another bill, HB 892 proposes a tax deduction equal to the amount spent for tuition for the last 18 hours to finish a degree, but is applicable only to public colleges and universities. Dr. Evans encouraged all present to contact their own legislators to express their concerns about these bills.

While he does not expect the worst, Dr. Evans discussed four financial contingency plans developed to deal with revenue losses of 5%, 10%, 15%, and 20%, should such losses materialize. He believes LU would survive under any of the plans, and expects no faculty personnel losses up to a 10% shortfall – although there might be some limits on hiring for new or vacant positions.

On a more positive note, Dr. Evans reported on a tour and reception for representatives from Southwestern Illinois College (SWIC), at our Belleville Campus. LU expects to attract students from SWIC who wish to continue their education after the completion of the associate degree program available at Southwestern Illinois. Although there are more bridges to build, Dr. Evans indicated that the meeting was quite positive.

LU Belleville will begin without first or second year students, and there are plans to develop a student center when enrollment reaches 200 students.

Dr. Evans then made mention of a new LU regional studies journal, *The Confluence*, guided by Dr. Jeff Smith. He noted that along with the existing journal, *Untamed Ink*, it represents evidence of the excellence of the teaching and the scholarly work at LU. Dr. Evans also spoke of the development of a Center for Global Studies at LU, which will have its own scholarly journal and speaker series.

The President then identified Dr. Weitzel as the person preparing a monitoring report which will respond to the most recent Higher Learning Commission study that did not express a clear understanding of the involvement of LU faculty in strategic planning. Dr. Evans anticipates that the report will be well received.

The proposed Committee on Academic Standards and Process was then discussed by Dr. Evans. If the Committee is created, it will be responsible for monitoring execution of university policies.

Finally, Dr. Evans offered his congratulations to the School of Fine and Performing Arts and Dean Parker on a great first season at the J. Scheidegger Center for the Arts, and to Rachel Douchant upon her completion of her Ph.D. in Philosophy.

III. INTRODUCTION OF COACHES

Laurie Kaminski, Head Coach of Women's Soccer, and Assistant Softball Coach introduced: Brian Reinhardt, Assistant Coach Women's Soccer; Don Loberg, Softball Coach; and Jack Cribbin, Head Coach, Women's Lacrosse.

IV. REPORTS

A. MATH PLACEMENT

Marilyn S. Abbott, Ph.D., Dean of Sciences, reported on placement testing in mathematics for new and entering transfer students. The plan is to identify those needing remedial work and to get them enrolled in appropriate courses before their final semester. All new students will be tested at open enrollment, and will take one of two tests, depending upon whether or not they are on the calculus track. Passing of the test will be noted on CAMS. Those failing the test are required to take MTH 101.

Advisors are encouraged to urge existing students to take the placement test this spring. On a "one-time-only" basis, those found to need MTH 101 after the placement test will be able to take it in either the 1st or 3rd term this summer without charge.

B. WRITING PLACEMENT

Bonnie Colemire reported on the "Composition Course Sequence" dictated by the students score on the Writing Placement Exam (WPE). Failure of the WPE should result in placement of the student in ENG 110. The result of the WPE, given at Open Enrollment will be noted on a card given to the student for the use of the Advisor.

Sue Edele reported on the Writing Proficiency Assessment (WPA) that each student must pass. The WPA differs in purpose and in timing from the WPE. WPA passage is noted on CAMS.

V. ACADEMIC SERVICES ANNOUNCEMENTS

Barry Finnegan, Dean of Academic Services, announced that on-line registration (for currently enrolled students only) will begin on March 16, and will be substantially similar to the registration process for the current semester. He noted that registration will be possible for both the summer and the fall semesters, and it will be necessary to open on-line registration portals for both. On-line registration will be available depending upon hours earned to date. Students having transfer credits that are not yet posted should be referred to Erin Ponder, Academic Services Representative.

In other matters, those who order their cap & gown on line this year will be eligible for free shipping; mid-term grades are to be posted by noon on March 16; and the last day for WP or WF is April 10, 2009.

Mr. Finnegan also discussed the "Application for Degree Report" folder on the J-Drive. It contains graduation applications on file, and a list of potential applicants for degrees.

Adam Ulrich, CAMS Manager, reported on efforts to spread the loads on the portals to help reduce registration delays, and the opening of registration at a time when the Help Desks in Spellman and Young can be staffed.

VI. SIBLEY DAY RECAP

Ana Schnellman, Ph.D., new Dean of Humanities, and organizer of Sibley Day, reported on the reaction she has received. 96% of the responders to a survey favored continuing Sibley Day; the speaker, Janet McNew, Ph.D., Provost and Vice President, Academic Affairs, University of Tampa, rated a 9 on a scale of 10; and the day was a success. All present were asked to participate in a brief survey of Sibley day for use in assessment and future planning.

VII. INTRODUCTION OF NEW PERSONNEL

Dr. Boyle announced: Don Heidenreich, Ph.D., has a new position, Dean of Institutional Research; Christie L. Rodgers is now Dean of Student Enrollment Management; Angela Holden, D.M., is Department Chair of Business Administration in LCIE; and Mark Lerman, Ph.D., is Department Chair of the Human Resources Management Degree Programs in LCIE

VIII. OTHER ANNOUNCEMENTS

Dr. Boyle reminded those present to turn in their contracts if they has not already done so, and announced that TIAA-CREF will be holding a meeting on campus for all faculty. The meeting location is to be arranged.

Dr. Weitzel indicated that nominations for the Sibley Easton Award are limited in number so far, and urged those with worthy candidates to do the necessary paperwork. She also reminded advisors to make contact with advisees with academic difficulties after mid-term grades are out, and advised that since CAMS transcripts are available through the student portal, there is no longer a reason for faculty not to print a copy of a transcript from CAMS should they choose to do so.

Michael Stein, Ph. D., offered his congratulations to Dean Carla Mueller, and Dr. Michael Jacobsen on the recent accreditation of the LU Social Work program by the Council on Social Work Education Commission on Accreditation.

Dr. Boyle indicated that was the next and final item on his agenda, and also recognized Dean Mueller, Dr. Jacobsen, Professor Klar, and Professor Johnson. He pointed out that the accreditation process had been lengthy and arduous and that the success of the accreditation application reflects well on the Social Work Department and Lindenwood University.

IX. ADJOURNMENT

The meeting adjourned at 4:30 p.m.

Lindenwood University

Faculty Meeting

May 6, 2009

3:00 pm

Leadership Center – Spellmann Campus Center

President's Address:

- The Institute for International Global Studies – is coming this summer with Ray Scupin in charge
- A regional studies journal is in motion with Jeff Smith leading the effort
- CSWE – The Council for Social Work Accreditation has granted accreditation to the Social Work Program
- Faculty Achievements – booklets handed out
- Student Honors Convocation – many awards given and was very successful
- At the end of the summer 2009 the ration of terminal degrees of faculty will be 70% which is up from 50% just three years ago. The goal is 75%.
- HLC conference – several administrators attended
Issues for the monitoring report are the faculty teaching load; student government; and freshmen retention
There is also an emphasis now on continuity and quality at the extension campuses
- Chicago Mathematics and science Academy – Chicago- charter schools would like to start one in Louis and would like for LU to be a sponsor. It would be a watchdog role and to help with the development. LU would be able to place student teachers there.
- Now renting the HIC – high intensity center at the Rec Plex and have purchased their equipment for our athletic training – exercise physiology program
- Partnerships with schools- player in METS; robotics competition for middle school held here
- More and more we are opening up the campus to the community to co-sponsor events
- Legislative Update – Access to Missouri Funds – 2 bills to decrease funds to private institutions; looks the proposal will be defeated this year
- Missouri Promise Program – 4 years of college tuition for qualifying high school graduates but is good only towards public Universities and Colleges
- Dr. Evans to have many conversations with faculty and staff and expectations about faculty participation in celebrations of what students are doing; what Dr. Evans expects of faculty in the areas of mentoring and scholarly pursuits; increase the amount of faculty participation in governance of the University working toward continued improvement

- Graduation: Friday 5/15/09 expect 668 participants and on Saturday 819 participants. The actual number is higher but not all choose to participate. We do show an increase in our 6 year graduation rate.

II. Approval of Graduates – Dr. Jann Weitzel

- Motion of approve the list handed out to faculty made by Gene Overall and seconded by Carla Mueller, all in favor signaled by saying aye, opposed same sign. Approval of graduates passed.

III. May Activities – Dr. Rick Boyle

- Finals week – all classes are required to meet for a graded academic assignment
- Graduation – All faculty check in at Gate # 4 and there will be assigned seating this year so you must pick up a card
- All 9,10, and 12 month faculty will be on campus until the end of May
- J-term proposals are due at the end of May

IV. Employee picnic – Eric Stuhler

- July 10th will be the employee picnic – please RSVP; food, games, prizes

V. LindenWell update – Annie Alameda

- Ended the year with a banquet and auction. Good first year. Will continue to grow the program

VI. Math placement reminder – Marilyn Abbott

- All students need to take a math placement test if they have not already fulfilled their math requirement

VII. Announcements:

- Jeff Smith – talked about “The Confluence” a regional studies multi-disciplinary journal to be published magazine style 2 x per year.
- Purposes scholarship; connected nature of disciplines; lifelong learning; Role of the University in the community
- It will have feature length articles 3500-6000; primary source documents and short articles and images
- confluence@lindnewood.edu (email)
- <http://www.lindenwood.edu/confluence> (website)

Meeting Adjourned 4:10 pm – submitted by Prof. Debra Johnson

Lindenwood University

Faculty Meeting

May 27, 2009

3:00 pm

Leadership Center – Spellmann Campus Center

I. President's Address: Special announcement regarding a reduced workload for faculty. For the past two years the administration has been working on a seven-tier process to reduce faculty workload. The final two steps required Board review, debate and approval. These were: adjust teaching loads for lab courses; adjust skills course class sizes; adjust class sizes overall; adjust teaching load through course reductions for other service to the university; hire additional faculty members in order to reduce the number of advisees; implement a nearly across the board teaching load for most full- time faculty to reflect the following: (Outline taken from President's written information)

1. Full time faculty members teaching at least 27 semester hours during the nine-month academic year there will be a reduction of 3 for the spring 2010 term. The normal nine-month teaching load will drop from 33- to 30 semester hours.
 2. Reduced contracts: Faculty members teaching at least 27 semester hours during the nine-month academic year who took a discretionary reduction in pay for their contract will receive a salary increase of one-half of the pay adjustment incurred for the 6 hour teaching load reduction.
 3. Thus, the typical faculty member will have a 5-1-4 distribution of teaching in the coming year.
 4. Faculty Council Members: Full time faculty members teaching at least 27 semester hours during the nine-month academic year who have been released from a course for alternative service will receive a 3 semester hour reduction in teaching load.
 5. Those faculty members who teach in the doctoral program and have already had their teaching loads adjusted as a result of a mandate from the HLC will not receive additional reductions.
 6. Virtually all teaching load reductions will occur in the Spring 2010 semester.
 7. This does not affect J-Term 2010.
 8. This does not affect work assignments in the summer.
- Beginning with the 2010-2011 academic year, regular faculty contracts for full time members who do not teach primarily in the doctoral program will carry a teaching load of 27 semesters hours –a drop of 6 semester hours from this past year's contract and from what has been typical for nearly 20 years. The typical faculty member will have a 4-1-4 distribution of teaching rather than a 5-1-5 configuration.

- Additionally: We have some challenges to meet which include filling Spring Semester teaching slots
 - a. Many adjunct spots may be created.
 - b. The continual need for office space
 - c. Documentation for HLC and the Board
 - d. This is an upgrade in our professional services delivery system
 - e. The President will expect more advising service and evidence of greater professional development. This is not a reduction in workload, but rather a reallocation of professional time.

II. Wrapping up the Academic Year.

Nine month faculty will be working until May 29th

Thank you for a great graduation.

III. Planning for the Fall Workshops – Dr. Boyle

The faculty council will be assisting with the planning and implementation of the fall faculty workshops. They have been soliciting ideas from the faculty. The guest speakers have been retained and will be discussing the Millennial Student. The dates are August 17-21, 2009 with a variety of activities being planned.

IV. Preparing for the 2009-2010 Academic Year : The faculty council will have a stronger role in the faculty meetings. Debra Johnson, current chair of the council will be facilitating the faculty meetings in the fall.

Adjourned at 4:10 pm