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Faculty Meeting/Council Minutes

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2013

Lindenwood University Faculty Meeting Minutes, 2013-2014

Lindenwood University

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Faculty Workshops August 19-23, 2013

Breakout sessions/workshops

Blackboard

Dr. Ed Perantoni

Monday, August 19

1 - 1:50pm **3085** Blackboard Basics

Limit: 36

6 - 7:00pm **3085** Blackboard Basics for new and adjunct faculty

Limit: 36

Tuesday, August 21

1 - 1:50pm **3085** Advanced Blackboard

Limit: 36

6 - 7:00pm **3085** Blackboard Basics - Advanced

Limit: 36

Is Bigger Better? Let's Talk about the Library in the 21st Century

Elizabeth MacDonald

Monday, August 19

Time: 2:00 - 3:00 pm

Room: Butler Library

Limit:

Come to an open discussion to talk about the future of campus libraries. As we move into the middle of the 21st century, how should space and resources be allocated? Books? E-books? Databases? Computers? Study spaces? Collaborative spaces? Service areas? What will students need and want? What will faculty need and want?

Serving on EdD Dissertation Committees

Dr. Beth Kania-Gosche and EdD Faculty

Date: Tuesday, August 20

Time: 1:00 - 1:50 pm

Room: **Spellmann 3020**

Limit: 30

EdD students are seeking professors interested in research to serve on dissertation committees! Come learn about the Lindenwood EdD program and the dissertation process.

Wide World of WAC: Enhance your course with Writing to Learn techniques

Susan Edele and members of the Writing Across the Curriculum Task Force

Date: Tuesday, August 20

Time: 2:00 - 3:30 pm

Room: **Spellmann 3020**

Limit: 30

Want well-written essays to grade? Start by adding a writing enhanced process to the assignments you already use in your syllabus. In this breakout session, we will begin by offering brief feedback from two of our Spring 2013 pilot professors who signed up to teach Writing Intensive courses for the first time here at Lindenwood. We will then work through the step by step process of syllabi revision, and we will end by identifying the many benefits of WAC, for student and faculty alike.

Not sure about WAC? Stop in and find out. You may be surprised that your class is ALREADY Writing Intensive.

Discovering Lindenwood: 186 Years of Tradition

Paul Huffman

Tuesday, August 20

2:00 - 2:50 pm

Room: Spellman 3015

Limit: 27

Learn about the highlights of Lindenwood's past, along with some of the exciting developments that the university has planned.

Faculty portal training

NOTE: New faculty need to attend one of the following:

1. Faculty Portal training for new faculty

Adam Ulrich

Tuesday, August 20

2:00 - 4:00 pm

Room: **Spellmann 3015**

Limit: 30

2. Faculty Portal training for new faculty

Adam Ulrich

Wednesday, August 21

6:00 - 7:00 pm

Room: **Spellmann 3015**

Limit: 30

These sessions will demonstrate the features of the faculty portal. This will be a hands-on demonstration showing basic navigation, attendance entry, grade entry, course offering, stop registration, class rosters, viewing general student information, and emailing students.

Sport Psychology for Every Teacher: Connecting with the Student

Dr. Paul Wright

Date: Wednesday, August 21

Time: 9:00 am

Room: **Spellmann 3020**

Limit: 30

Sport Psychology is all about making mind-body connections that foster a drive toward achieving optimal performance. Just as the best sport coaches develop relationships to support superior athletic performance, the best teachers cultivate positive interactions to engender superior academic performance. This presentation will focus on some unique strategies and ideas that will promote more powerful learning experiences in the class room.

Results of the 2012-2013 General Education analysis on Critical Thinking and Communication Skills: Where Do We Go From Here?

Dr. Jeanie Thies and Dr. James Hutson

Date: Wednesday, August 21

Time: 9:00 - 9:50 am

Room: **Spellmann 3085**

Limit: 36

The results of the first wave of data analysis using our new general education assessment method will be presented. This cycle's data is on critical thinking skills and communication skills. Following a presentation of results, we will engage faculty in a discussion of the significance of the findings and implications for our General Education curricula.

Honors College Discussion

Dr. Lynda Leavitt and Dr. Rachel Douchant

Wednesday, August 21

Time: 12:00 - 1:00 pm

Evans Commons

This (lunch) meeting is for professors currently teaching Honor courses and anyone interested in learning more about the Honors Program.

Advising as Teaching

Dr. Marilyn Patterson and Dr. Colleen Biri

Wednesday, August 21

Time: 1:00 - 1:50 pm

Room: **Spellman 4190**

Limit: 25

This session will focus on developmental advising as a form of teaching. Resources for defining the components of an effective advisor-advisee relationship that fosters collaboration and independence will be shared. The emphasis will include assessment of the quality of advising from the student's perspective. The session is designed for faculty interested in discussing student-centered advising that goes beyond the practice of prescribing a course of study.

Q & A with the IRB

Beth Kania-Gosche (members of the IRB)

Date: Wednesday, August 21

Time: 1:00 - 1:50 pm

Requested room: **Spellmann 3085**

Limit: 36

In this session, faculty members can ask questions of Lindenwood IRB members. Process and procedures for submitting an IRB application on IRBNet .

Work and Learn*

Mike Tolman

Date: Wednesday, August 21

Time: 2:00 – 2:50pm

Requested room: **Spellmann 3015**

Limit: 30

This meeting is **mandatory for all work and learn supervisors who did not attend either the August 6 or August 7 training sessions.*

CAMS Enterprise Q & A for department chairs and deans

Adam Ulrich

Wednesday, August 21

3:00 - 4:00 pm

Room: **Spellmann 3085**

Limit: 36

This session is only for department chairs and deans who have access to CAMS Enterprise (this is different than Faculty Portal access). This will be an open session for users to get advice from the CAMS Manager on how to view information and run reports using CAMS Enterprise. Possible topics could include printing schedules, printing transcripts, printing course offering, running advisor load reports, running lists of students by major.

Top 10 Software Efficiencies and Skills

Dr. Gary Stocker

Wednesday, August 21

2:00 – 2:50 pm

Room: **Spellmann 3085**

Limit: 36

This presentation would focus on the user's experience in getting routine software tasks done more efficiently and effectively. The objective is to provide faculty with tips, tricks, and skills on high-frequency and high-impact software skills that will allow greater efficiencies and effectiveness in common Lindenwood University work processes.

Teaching the Digital Natives

Andrew Allen Smith

Wednesday, August 21

9:00 - 9:50 am

Room: **Spellmann 3015**

Limit: 30

A discussion on the digital divide between students and faculty. This session will discuss implementing technology in the class room, the internet privacy risks that face our students, and understanding what makes our students "Digital Natives".

Purchase Order Creation: Covering the Basics of Building a Purchase Order

Dave Dickherber

Thursday, August 22

1:00 - 2:00 pm

Room: **Spellmann 3015**

Limit: 30

This session is intended for new faculty and will cover how to get on the Portal, how to organize a purchase requisition, how to manage your requisitions, how to conquer the Business portal, Lindenwood Best Business Practices, what an invoice is, Accounts Payable Business Practices, how to track purchases, and how to build a business card purchase order.

Taking the Headaches Out of Purchasing

Dave Dickherber

Thursday, August 22

2:00 - 3:**00 pm**

Room: **Spellmann 3015**

Limit: 30

This session is for returning faculty and will be an open forum where you can bring purchasing issues, share ideas, solve problems, and build relationships.

FULL FACULTY MEETING

OCTOBER 3, 2013
MINUTES

Deborah Kiel opened the meeting and introduced the faculty of the new School of Nursing and Allied Health.

Dr. Evans spoke to the faculty about various items including, but not limited to:

- current enrollment numbers
- the inaugural event for the Hammond Institute for Free Enterprise
- the building project for the library expansion

Dr. Weitzel explained the charts displayed throughout the room were prepared for the HLC team and mentioned they would be on display during the visit. She also invited everyone to the “Thank Goodness It’s Over” reception at 3:00, on October 30. She then turned the discussion over to Dr. Wilson who provided a list of questions that will likely be asked during the visit at the end of the month. He asked a sample of the questions and accepted responses from the faculty.

Barry Finnegan announced that Herff Jones will be in the Spirit Shoppe tomorrow from 10-4 offering discounts for purchase of graduation regalia.

Joe Alsobrook talked about the “Faculty Five” which means five minutes attributed to teaching and learning. The topic today is Visible Learning and teacher clarity. Several faculty offered examples of teacher clarity and how it is used in their classroom.

The Deans were asked to leave so the Faculty Council could begin the executive session – Several topics were addressed including book royalties, attending two graduations, library expansion, parking, and work hours.

Meeting concluded at 3:50

KB-Ulrich

FULL FACULTY MEETING

NOVEMBER 26, 2013
MINUTES

Frank Thouvenot and Graham Weir opened the meeting.

Dr. Evans spoke to the faculty about various items including, but not limited to:

- Candidates for honorary degrees Doctorate of Humane letters being conferred at the graduation ceremonies; Tom Dempsey, Kathleen T. Osborne, and Joe Reagan. A bio was read for each candidate. Motions were made and seconded to award the honorary degree. All motions passed unanimously.
- Thank you for our participation in the HLC visits.

Dr. Weitzel made a few brief announcements about December graduation and advisees who have not enrolled for spring. She also has Veterans cords and will give them to anyone who served in the military that would like to wear them at graduation.

The School of Nursing spoke about communicable diseases and HIV awareness and passed out an informational handout.

Philippine Relief Effort-Stan Coker mentioned that several LU students are from the area hit by the typhoon. There will be a concert the first week of the spring semester in order to raise money to help the areas affected. A \$10 donation will get the donor a ticket to the show as well as a t-shirt.

Clock During Finals- Marilyn Abbott gave tips on how to have a clock available in the classroom during finals.

AH/BH grading-Rachael Douchant announced that honors grades can be awarded through the portal by using the AH and BH designation. They are at the bottom of the list so use those if a student earned honors credit in your class. She asked the chairs of each school to contact their adjuncts to make sure the new grades are properly explained.

Institutional Advancement grants- Rachael also gave a plug for the grant writing service from the office of institutional advancement. Contact Vicki Schrader if you need assistance in preparing a grant request.

Student Research Symposium and Exposition- Sarah Noonan praised the success of the event last spring and mentioned that the 2013-14 event will be held on April 23.

Sibley Day Update-Frank Thouvenot reported that "Leave Your Mark" is the theme and they are close to finalizing a shirt design.

Center for Teaching Excellence- Peter Carlos introduced the faculty participating in the development of a center on the LU campus. He outlined the plan over the next three years as the center becomes a reality. A survey was passed out requesting topics of interest and if faculty would use the center.

Faculty Five- Joe Alsobrook provided a handout of the top 10 visible learning techniques. He focused on providing formative evaluation which means asking for periodic feedback to verify that the students are learning what they're supposed to. The presentation was turned over to Lynda Levitt who showed the faculty how to make a

pumpkin pie dip which Joe then prepared based on his understanding of the lecture. Afterwards, Cindy Bice mentioned how to apply these techniques in the classroom.

Thank you from David Alexander- David is a student who met with the HLC team during the visit and wanted to let the faculty know they are making a difference.

The Deans and Executives left the room for the faculty to conduct the executive session of the meeting. Questions were raised regarding health insurance. Jason Lively also mentioned that he would be meeting with the chairs of the standing committees about changing the shared governance structure.

The meeting adjourned at 10:16.

KB-Ulrich

FULL FACULTY MEETING

JANUARUY 30, 2014
MINUTES

Dr. Lovell opened the meeting.

Dr. Evans spoke to the faculty about various items including, but not limited to:

- The report from the HLC is delayed although he is unsure of the reason why.
- The Board is considering
 - Potential expansion of LU into Gilbert Arizona with the addition of a full service campus in that area.
 - Building a new library rather than expanding the current Butler Library.
 - Additional land acquisition near the Belleville campus for use for athletic fields.
 - Approval of the new faculty and staff handbooks.
- Enrollment and financial numbers were summarized.
- US New and World report listed LU programs in the top 200 nationally for several online degrees.

Plus/minus grade modifiers were addressed by Dr. Ball, Dr. Wintz and Dr. Lovell. They summarized the pros and cons of the change and will be sending a survey on Friday morning requesting feedback so the committee knows which direction to pursue on this topic.

Dr. Weitzel addressed long term planning by asking for volunteers to work with her to help determine what LU should be in the next 20 years. Any interested parties should email her to be considered.

The faculty five was presented by Dr. Alsobrook and Dr. Wright using a Pecha Kucha format for presentations. The idea is to have 20 slides displayed for 20 seconds each. The topic was goal setting for the master teacher.

Dr. Kerksiek is the director of study abroad and spoke about new procedures in place for students studying abroad. The starting point is her office so send students wanting to study abroad to see her.

Dr. Coker provided specifics regarding the Philippines Fundraiser. The fundraiser will be at several sporting events during the last week of February.

Dr. Thouvenot recognized all of the school facilitators for their hard work in preparing for Sibley day. If you want a shirt please contact your school facilitator to indicate your shirt size.

The administrators left the meeting at his time in order for the faculty to conduct the executive session. Several things were discussed.

The meeting adjourned at 3:57.

KB-Ulrich

FULL FACULTY MEETING

MARCH 12, 2014
MINUTES

Drs. Kris Smith and Christina Green opened the meeting.

Dr. Evans spoke to the faculty about various items including, but not limited to:

- Academic Freedom- He referenced an article from the Chronicle of Higher Education about an email sent from a professor to her students that went viral because of the political tone of the message.
- HLC Report- The overall report was positive with areas of improvement noted in staffing and assessment. There will be some assessment sessions at the end of May in the time period between graduation and the end of the month before 9 and 10 month faculty are dismissed for the summer.
- Board of Directors activities-
 - The faculty and staff handbooks have been approved with some minor wording changes
 - The library will likely be rebuilt rather than expanded
 - 2.9% tuition increase

Jeanie Thies updated the faculty on the topic of General Education Assessment. A flyer was distributed to everyone in order to announce it to their students and ask them to participate.

Julie Turner introduced the new Community Service Website within the LU site. It can be used to announce community service projects and allows students to search events they would like to participate in. Go to the LU 'Home' page then 'Community Service' for additional information.

John Long addressed the Academic Honesty Task Force by introducing the members and addressing the activities the task force has been involved in.

Joe Alsobrook introduced the Faculty Five (10?) for this meeting. The topic of the day is Student/Teacher relationships and was presented by Andrew Smith.

Ed Morris and Maryann Townsend plugged the Early Access MBA Program that allows undergraduates to take up to nine hours of graduate credit free of charge. See the catalog for additional details.

Adam Ulrich and Barry Finnegan discussed a list of questions that have come up over and over since the new degree audit feature was released in the portal.

The meeting adjourned at 4:01.

KB-Ulrich

FULL FACULTY MEETING

MAY 7, 2014
MINUTES

Angela Holden and Jim Horstmeier opened the meeting. Jim introduced two new deans who will be replacing individuals who are retiring.

Dr. Evans spoke to the faculty about various items including, but not limited to:

- Assessment-It was reiterated that the university will be increasing assessment measures over the next year and a half.
- Faculty Evaluation system-the current system is being upgraded to provide a more thorough evaluation of faculty.
- Board Measures
 - The additional campus in Gilbert Arizona is no longer being pursued.
 - Building a new Learning Resource Center (LRC) to house the library and additional classroom space will be voted on at their next meeting.
- Project “Adjunct Action” is trying to get the adjuncts of LU to unionize. LU has put several measures in place to support the adjuncts and they were reviewed. If any union marketers are seen on campus it is legal to ask them to leave.

Commencement Ceremonies: Barry Finnegan provided instructions about what to do at the upcoming ceremonies on May 16 and 17. Faculty regalia are available at the Spirit Shoppe for pickup. Please go soon so mistakes can be corrected. The list of faculty attending will be sent to the deans. Instructions will be sent through the digest and via email, but when arriving go to gate 4. Please arrive by 6:15, on Friday, and 9:15, on Saturday.

Approval of Graduating Students: Dr. Weitzel thanked Academic Services and Maryann Townsend and Marilyn Abbott for the work they do to put on the graduation ceremony. She also discussed the list of graduating seniors asked for a motion to approve the 2014 list. Paul Corbin motioned and Frank Thouvenot seconded. The motion was unanimously approved.

Recognitions: Dr. Ayres and Andrew Smith announced the addition of the LindenWell service award to be given to an employee who enhanced the well-being of others. This year’s recipients are Julie Mueller and John Long for saving the life on an employee who went into cardiac arrest.

Professor of the Year Award: Frank Thouvenot serves as the liaison between the student body and the faculty and introduced the LSGA President and Vice President in order to announce the winner. Billie Patzius is being honored this year.

Assessment: Dr. Wilson discussed the protocol for the new assessment program as keeping it simple. We will be following the Nichols’ format and each faculty member will be receiving their book soon. The faculty was asked to read the assessment statement printed in the undergraduate catalog as well as the assessment notations from the recent HLC report. Further information and instructions will be provided at the mandatory meetings on May 22 and 29.

Annual Picnic: Eric Stuhler invited everyone to the 8th annual picnic on July 23. Handouts were distributed for detail. Please RSVP so they know how much food to serve.

New Faculty Evaluation Process: Dr. Lively outlined the process used to develop the evaluation form. Dr. Alsobrook explained the current document which incorporates four standards with performance measures under each standard. The standards are tied to the mission of the university. Dr. Ayers then explained that the full document is available on the J drive in the Faculty Council folder. All faculties are invited to review the document and submit comments to their faculty council representative or attend one of the open forums to discuss changes. The forums will be held on May 20, and 28, from 1-2, in Dunseth Auditorium (Harmon Hall).

Administrators and deans were asked to leave for the faculty to begin the executive session.

KB-Ulrich