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Lindenwood University Faculty Meeting Minutes, 2014-2015

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Lindenwood Faculty Workshops
August 18-22, 2014

	A	B	C
1	TIME	EVENT	LOCATION
2		MONDAY MORNING, AUGUST 18	
3		NOTE: This morning we will meet at the J. Scheidegger Center for the Arts	
4	8:15 - 8:55 am	Faculty Reception; Continental Breakfast (and Workshop Signup)	JSCHE Lobby
5	9:00 - 9:10	Welcome and overview of week - Janet Strzelec & Deb Kiel & Chris Dussold	JSCHE Theatre
6	9:10 - 9:30	State of the University Challenge - President Evans	"
7	9:30 - 9:40	Question/Answer with Dr. Evans and Dr. Weitzel	"
8	9:40 - 9:50	Belleville Update - Dr. J. Bladdick, Belleville Campus President	"
9	9:50 - 10:00	Faculty Performance Evaluation - Dr. Deb Ayres	"
10	10:00 - 10:30	Academic Honesty Policy Task Force - Dr. Abbott	"
11	10:30 - 10:45	BREAK & Workshop Sign up	
12	10:45 - 11:00	Student Success, Engagement & Retention- Patrick Walker and Christie Rodgers	"
13	11:00 - 11:10	Assessment - David Wilson	"
14	11:10 - 11:20	GE Assessment - J. Thies, A. Thomason, D. Wilson	"
15	11:20 - 11:30	WPA Registration- Susan Edele and Laura Wehmer-Callhan	"
16	11:30 - 11:45	Honors College- Rachel Douchant	"
17	11:45 - 12:00	Challenge Committee--Andrew Thomason	"
18			
19	12:00 - 1:00 pm	Lunch	Spellmann Café
20		Breakout sessions and workshops	
21	1:00 - 2:00 pm	<i>General Education Assessment Reports</i>	Spellmann 3015
22	1:00 - 3:00 pm	<i>Blackboard Basics I</i>	Spellmann 3085
23	2:00 - 3:00 pm	<i>Assessment Reporting Workwhop with Dr. David Wilson</i>	Harmon 136
24	3:00 - 4:00 pm	<i>Crossing the Red Line-Common Grammar Errors in Student Writing</i>	Spellmann 3015
25	6:00 - 8:00 pm	<i>Blackboard Basics I</i>	Spellmann 3085
26			
27		TUESDAY MORNING, AUGUST 19	
28		NOTE: Tuesday morning we will meet in the AB Leadership Room (Spellmann)	
29	8:15 - 9:00 am	Faculty Reception; Continental Breakfast (and Workshop Signup)	AB Leadership
30	9:00 - 9:15	Welcome and announcements - Janet Strzelec & Deb Kiel	"
31	9:15 - 9:30	Introduction of New Faculty - School Deans	"
32	9:30 - 9:35	Announcement of Faculty Promotions in Rank - Dr. Weitzel	"
33	9:35 - 9:40	Congratulations to recent terminal degree recipients - Dr. Weitzel	"
34	9:40 - 9:50	Faculty Awards - Dr. Weitzel and Deb Kiel	"
35	9:50 - 10:20	Public Safety and Security - John Bowman and Terry Russell	"
36	10:20 - 10:30	BREAK & Workshop Sign up	"
37	10:30 - 10:40	Student Couseling Center - Joseph Cusumano	"
38	10:40 - 10:45	Fulbright, Boren, and Critical Language Scholarships- Christina Dames	"
39	10:45 - 11:00	Freshmen Class - Joe Parisi	"
40	11:00- 11:15	RefWorks - Elizabeth MacDonald	"
41	11:15 - 11:25	NCAA Academic Success Coordinator - Dave Arns & Christine Rebori	"
42	11:25 - 11:35	GIS/Geography Software - Tara Vansell	"
43	11:35 - 12:00	Executive Session with Faculty Council	"
44			
45	12:00 - 1:00 pm	Lunch	Spellmann Café
46	12:00 - 1:00 pm	<i>Designing an Honors Course--Honors Panel lunch meeting</i>	Spellmann Café

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	A	B	C
47		Breakout sessions and workshops	
48	1:00 - 3:00 pm	<i>Blackboard Basics II</i>	Spellmann 3085
49	1:00 - 2:00 pm	<i>Building Bridges</i>	Spellmann 3015
50	1:00 - 2:00 pm	<i>Using Team Based Learning to "flip" your classroom</i>	Harmon 119
51	1:00 - 2:00 pm	<i>Organizing a Study Abroad Course</i>	Spellmann 3020
52	2:00 - 3:00 pm	<i>Assessment Reporting Workwhop with Dr. David Wilson</i>	Harmon 136
53	2:00 - 3:00 pm	<i>Missouri Educator Certification Update</i>	Spellmann 3190
54	3:00 - 4:00 pm	<i>Crossing the Red Line-Common Grammar Errors in Student Writing</i>	Spellmann 3015
55	3:00 - 4:00 pm	<i>Expanding Interdisciplinary Offerings - Gender Studies</i>	Spellmann 3020
56	6:00 - 8:00 pm	<i>Blackboard Basics II</i>	Spellmann 3085
57			
58		WEDNESDAY MORNING, AUGUST 20	
59	10:00am - 12:00pm	Time allotted for committee meetings	
60	12:00 - 1:00 pm	LUNCH	Spellmann Café
61		Breakout sessions and workshops	
62	1:00 - 5:00 pm	<i>Blackboard open sessions with Instructional Designers</i>	Spellman 3085
63	1:00 - 2:00 pm	<i>Active Learning</i>	Harmon 119
64	1:00 - 2:00 pm	<i>Purchasing for Educational Buyers</i>	Spellmann 4185
65	1:00 - 2:00 pm	<i>Using Behavioral Interview Skills to Reduce Hiring Risks</i>	Spellmann 3015
66	1:00 - 2:00 pm	<i>Help your students with RefWorks</i>	Spellmann 3090
67	2:00 - 3:00 pm	<i>Assessment Reporting Workwhop with Dr. David Wilson</i>	Harmon 136
68	2:00 - 3:00 pm	<i>Discouraging Plagiarism in student Writing</i>	Spellmann 3090
69	2:00 - 3:00 pm	<i>Encouraging academic honesty in Quantitative Courses</i>	Spellmann 3170
70			
71		THURSDAY MORNING, AUGUST 21	
72	9:00 am - noon	School Meetings, Course Preparation, Advising	
73	12:00 - 1:00 pm	LUNCH	Spellmann Café
74	1:00 - 3:00	Opportunity for faculty to work on course preparation, etc	
75	2:00 - 3:00	<i>Work and Learn supervisor meeting</i>	Spellmann 3015
76	3:00 - 5:00 pm	School Receptions for Incoming Freshmen	
77			
78		FRIDAY MORNING, AUGUST 22	
79	9:00 - 11:00 am	Course preparation and Advising	
80	11:00 - 12:00 pm	Freshman Advising - all advisors should be in their office at this time	
81	12:00 - 1:00 pm	LUNCH	Spellmann Café
82	1:00 - 4:00 pm	Opportunity for faculty to work on course preparation, etc	
83			
84	4:30 - 6:30 pm	Reception for Faculty and Professional Staff (Spouses Invited)	LU Club
85		Lindenwood University Club	
86		Parking is limited so please carpool if possible	
87			
88		SUNDAY, AUGUST 25	
89	2:00 - 3:00 pm	Opening Chapel Service	JSCHE
90		J Scheidegger Center for the Arts	Lobby & Theater
91		Rev. Tim Butler	
92			

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	A	B	C
93	BREAKOUT SESSIONS AND WORKSHOPS		
94			
95		<i>Crossing the Red Line-Common Grammar Errors in Student Writing</i>	
96		Laura Wehmer-Callahan and Susan Edele	
97		Does your department plan to implement the "Fatal Errors" policy? Before drawing that red line, make sure that you can identify those errors in student writing. Information will be provided about what Fatal Errors List is used for the WPA essays, about how the Writing Center can help your students, and about what other resources we have for you and for your students.	
98	Mon 3:00 - 4:00 pm	Limit 40	Spellmann 3015
99	Tue 3:00 - 4:00 pm	Limit 40	Spellmann 3015
100			
101		<i>Assessment reporting using the Nichols 5-column format</i>	
102		Dr. David Wilson	
103		As you know, we are moving to a new format for our annual program assessment reports (James O. and Karen W. Nichols, The departmental guide and record book for student outcomes assessment and institutional effectiveness). Every faculty member should already have a copy of the Nichols assessment book; if not, contact your school dean. The three workshop (repeat) sessions being offered will entail an overview of the Nichols 5-column format. The goal is for you to leave the sessions with a good understanding of what is expected of you when using the Nichols format. We will discuss report examples and will walk through the format column by column. Given that the Nichols format is a new requirement this year, we believe each degree program will find it helpful to send a representative to one of the sessions. Any interested faculty members are welcome. Those attending should bring their copy of the Nichols book. Note: These are repeat sessions, so only sign up for one.	
104	Mon 2:00 - 3:00 pm	*Limit 50 seats	Harmon 136
105	Tue 2:00 - 3:00 pm	*Limit 50 seats	"
106	Wed 2:00 - 3:00 pm	*Limit 50 seats	"
107			
108		<i>Blackboard Basics I</i>	
109		Learn the basic functions of Blackboard 9.1 and begin using Blackboard on a very simple level. Learn how to log into Blackboard, access your course(s), upload your syllabus and other course content, make your course available for students to view, and communicate via Blackboard email and announcements.	
110	Mon 1:00 - 3:00pm	*Limit 36 seats	Spellman 3085
111	Mon 6:00 - 8:00 pm	*Limit 36 seats	Spellman 3085
112		<i>Blackboard Basics II</i>	
113		Continuing on from the Blackboard Basics I training, in Blackboard Basics II you will learn how to create Assignments, quizzes and tests in Blackboard as well as discuss the Grade Center, Discussion board, Grading Rubrics, and creating groups in your course.	
114	Tue 1:00 - 3:00 pm	*Limit 36 seats	Spellman 3085
115	Tue 6:00 - 8:00 pm	*Limit 36 seats	Spellman 3085
116			

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	A	B	C
117		Blackboard Open Sessions with Instructional Designers	
118		Use this time to work with the Lindenwood Online Instructional Design Team to have any questions addressed for your online courses. Our team will work with you to assist with developing and designing your course. It will be helpful to bring any relevant materials on a USB drive or via your laptop.	
119	Wed 1:00 - 5:00 pm	*Limit 36 seats	Spellman 3085
120			
121		Building Bridges	
122		Nadine Menninga	
123		In this age of ever specialization, we tend to hide in our own little area. However, one thing our students need to see is connections. Have you thought that a topic you are teaching could also be taught in a course in a different department (school)? Whether it is a single lecture, an entire program or something in between, if you are interested in crossing departments to help your students make connections, please come to this breakout session. The purpose of the session will be to share information, ideas, and experiences in order to build some bridge between departments and schools to better serve our students.	
124	Tue 1:00 - 2:00 pm	*Limit 40 seats	Spellmann 3015
125			
126	Workshop	Active Learning	
127		Tom Cupples	
128		Description: Research indicates that active learning helps student learn more quickly and more cognitively. This workshop will demonstrate easy ways to generate learning activities increase student engagement in the classroom.	
129	Wed 1:00 - 2:00 pm	*Limit 36 seats	Harmon 119
130			
131		Organizing a Study Abroad Course	
132		Drs. Jo Ellen Kersieck, Nancy Durbin, James Hutson	
133		Description: Plan on developing a short-term study abroad trip in your program, or want to learn how to take advantage of our semester-long programs for your majors? Join the Study Abroad Committee representatives and have your questions answered, share your ideas for new destinations and courses, find support getting a program off the ground, and ensure that our global offerings continue to grow.	
134	Tue 2:00 - 3:00 pm	*Limit 40	Spellmann 3015
135			
136		General Education Assessment Report	
137		Drs. Jeanie Theis, James Hutson, Andrew Thomason, David Wilson	
138		The results of the second round of data analysis using our new General Education assessment method will be presented. This cycle's data is on understanding and appreciation of global history and diversity and developing a sense of responsible citizenship. Following a presentation of results, we will engage faculty in a discussion of the significance of the findings and how to proceed in responding to them moving forward.	
139	Mon 1:00 - 2:00 pm	*Limit 40	Spellmann 3015
140			
141			

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	A	B	C
142		<i>Discouraging Plagiarism in student Writing</i>	
143		Drs. Justine Pas & Marilyn Abbott	
144		description:	
145	Wed 2:00 - 3:00 pm	*Limit 36	Spellman 3090
146			
147		<i>Encouraging academic honesty in quantitative courses.</i>	
148		Drs. Jennifer Firestine & Chris Scribner	
149		Does 34% really mean the student cheated? Did you know that TurnItIn can look at numbers and data too? Did you know students can now submit Excel and PowerPoint presentations into TurnItIn? How can we design things that are more individual? This session will discuss some useful strategies for dealing with honesty in quantitative courses.	
150	Wed 2:00 - 3:00 pm	*Limit 30	Spellmann 3170
151			
152		<i>Work and Learn Supervisors Meeting</i>	
153		Mike Tolman	
154	Thu 2:00 - 3:00 pm	Mandatory meeting for all work and learn supervisors.	Spellmann 3015
155			
156		<i>Expanding Interdisciplinary Offerings--Gender Studies</i>	
157		Drs. Heather Brown Hudson and James Hutson	
158		Description: Making your course a Gender Studies elective: Might your class/classes be relevant to the study of gender somehow? Come and learn about proposing Gender Studies electives with the courses that you already teach and discuss the future of the program. It is an easy 3 step process: choose your semester, fill out our proposal form, and send it in. You will be notified within 1 week if the proposal has been approved	
159	Tue 1:00 - 2:00 pm	*Limit 30	Spellmann 3020
160			
161		<i>Organizing a Study Abroad Course</i>	
162		Drs. Jo Ellen Kerksieck, Nancy Durbin, James Hutson	
163		Description: Plan on developing a short-term study abroad trip in your program, or want to learn how to take advantage of our semester-long programs for your majors? Join the Study Abroad Committee representatives and have your questions answered, share your ideas for new destinations and courses, find support getting a program off the ground, and ensure that our global offerings continue to grow	
164	Tue 1:00 - 2:00 pm	*Limit 40	Spellmann 3020
165			
166		<i>Purchasing for Educational Buyers</i>	
167		Dave Dickherber	
168		description	
169	Wed 1:00 - 2:00 pm	Limit: 32	Spellmann 4185
170			
171		<i>Using Team Based Learning to "flip" your classroom (and get students to actually do the reading)</i>	
172		Dr. Meredith Marsh	

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	A	B	C
173		Team Based Learning (TBL) enables you to realize the full potential of the "flipped" classroom. With this teaching strategy, students MUST come to class prepared to engage in meaningful and appropriate application exercises. While it is a team-based strategy, it sidesteps many of the common criticisms and challenges of "group work." The workshop will introduce you to the teaching strategy by using the same sequence of steps (reading, quiz, application exercise) used in most TBL modules.	
174	Tue 1:00 - 2:00 pm	*Limit 30	Harmon 119
175			
176		<i>Using Behavioral Interview Skills to Reduce Hiring Risks</i>	
177		Dr. Gary Stocker	
178		In this workshop, Dr. Stocker will provide participants with the interviewing skills and perspective to improve their ability to limit hiring risks. In addition, he will share his list of over 200 behavioral interviewing questions with participants. Please see sign up sheet for instructions.	
179	Wed 1:00 - 2:00 pm	*Limit 40	Spellmann 3015
180			
181		<i>Missouri Educator Certification Update</i>	
182		Dr. Beth Kania-Gosche	
183		Do you advise undergraduate students with a minor or major in education? Are you confused about all of the new changes? In this session, we will review all of the changes regarding assessment and GPA requirements for Missouri teacher certification. We'll do our best to answer your questions!	
184	Tue 2:00 - 3:00 pm	*Limit 30	Spellmann 3190
185			
186		<i>Help Your Students Overcome Citation Mistakes Using the new online citation management tool, RefWorks</i>	
187		Elizabeth MacDonald	
188		This workshop will show you how to create a RefWorks account, where you can manage your research sources, create bibliographies, and insert parenthetical references or footnotes directly into a Word document, saving valuable time in the process. Knowing how to use this tool and introducing it to your students will prove invaluable in ensuring the proper citation of sources.	
189	Wed 1:00 - 2:00pm	*Limit 36	Spellmann 3090
190			
191		<i>Designing an Honors Course</i>	
192		Lynda Leavitt	
193			
194	12:00 - 1:00 pm	lunch meeting	Spellmann Café
195			

FULL FACULTY MEETING

OCTOBER 2, 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:

- Presidential Search: Witt Kieffer is the search company responsible for screening candidates. They spoke with the Board of Directors over the summer and faculty, staff, students, and alumni during the fall semester. The formal ad will run in mid-October and applications will be accepted through mid-January.
- Assessment: It was reiterated that the HLC commented on assessment in the last report. LU is required to give an update as to the improvements on the four-year checkup required by HLC. In order to put one of the best assessment programs in the country in place in that time frame Dr. Wilson was hired. Faculty are expected to work with him in building or improving program assessment.

Gina Ganal from LCIE introduced their new faculty member in the CJ program.

Susan Edele and Carrie Cruse discussed changes to the WPA process. The students will receive a pop-up when they are eligible to take the exam and will be taken to a screen to register for it. Once they take the exam the grades will be updated by Susan. If they fail they will get a reminder to enroll in ENG 21000.

Adam Ulrich and Barry Finnegan presented information about the Degree Audit System. Kim Bear was introduced as the Degree Audit Coordinator. Any problems with degree audit should be communicated with her. A sample degree was reviewed. In addition the view from the student portal was shown and the degree shopping feature was displayed. Barry addressed the application for degree and indicated that by January the application for degree will be completed through the student portal and approved through the faculty portal. Several questions were asked and answered.

Gabriela Romero-Ghiretti addressed the online placement Exams for Foreign Languages. The exam is required for all students with any previous exposure to the language. A sheet was passed out indicating the link for the exam and the passwords.

Jason Lively mentioned that the Bylaws are in the Faculty Council folder on the J drive. Faculty are asked to review the document and an email will come out Monday with a link to vote yes or no.

Nick Wintz addressed academic freedom for the EPC. A statement on academic freedom is included on the LU web page. A survey has been distributed to faculty to obtain feedback about academic freedom related concerns. Faculty were asked to respond to the survey. Further information will be presented at a later faculty meeting.

Annie Alameda and Joe Lovell demonstrated the use of Automated External Defibrillators (AED). A list of each machine's location and training sessions will be communicated through the Digest in the next couple of weeks.

Administration was asked to leave at this time in order for the faculty to hold an executive session.

The meeting adjourned at 4:08.

KB-Ulrich

FULL FACULTY MEETING

NOVEMBER 26, 2014
MINUTES

Drs. Graham Weir and Vanessa Van der Graaf opened the meeting.

Updates from the Human Resources office were discussed by Deb Ayers. She summarized the things that have been done since she became the Vice President. Their goal has been to improve services while increasing the use of technology and streamlining the processes of the office. The LU HR portal can be used to make changes to addresses, direct deposit, etc. Staffing requests made for the 2015-16 academic year should be finalized within the next week. The Deans will be notified of approved positions.

Jann Weitzel thanked everyone for a great fall semester and discussed several things.

- Dr. Evans is at an off campus meeting but asked her to address what occurred with the error made to the US News and World reports. The number of alumni donors was misreported. As soon as it was discovered the error was self-reported. News of the error was mentioned in several publications and implied that it was made intentionally. It was reiterated that it was human error and not intentional and as a result of the error the procedures will be changed.
- Dr. Weitzel asked for a motion to approve the December Graduates. It was moved in seconded. The motion was unanimously approved.
- The new graduation procedures were reviewed since both Belleville and St. Charles students will be participating.
- We will have a fall break next year. It will be the Monday and Tuesday prior to homecoming.
- LU lanyards are available if anyone would like to get one and wear it regularly. It is voluntary.
- Several other questions were asked and answered.

Student Research Symposium: Dr. Sarah Noonan addressed the symposium being held on April 22, 2015. She indicated there is a portal for faculty to nominate student projects. Most of the students who participate do so because of the nomination. A link will be provided in the digest next week.

Community Standards: Dr. Susan Isenberg gave an update about the process the community standards committee is following and summarized the survey results. There will be a town hall style meeting in the future in order go through the survey results in more detail and obtain feedback about what faculty expect from community standards.

Faculty Survey: Drs. Chryssa Sharp, Patrick Walker and Areerat Kichka summarized the faculty and student scholarship committee survey that was completed last year. There will be an open forum for faculty during the spring semester in order to discuss the results further and obtain faculty feedback.

Administration was asked to leave at this time in order for the faculty to hold an executive session.

The meeting adjourned at 10:26.

KB-Ulrich

FULL FACULTY MEETING

JANUARY 29, 2015
MINUTES

Dr. Alameda opened the meeting.

Dr. Evans was unable to attend the meeting so Dr. Weitzel presented several proposals and reminders.

May graduation speakers:

- It was moved and seconded to approve VP and General Manager of Charter Sean O'Donnell to speak on Friday evening. The motion was unanimously approved.
- It was moved and seconded to approve Penny Pennington from Edward Jones for the Saturday speaker. The motion was unanimously approved.

Emeriti Faculty

- Dr. Weitzel moved to approve Michael Stein as Faculty Emeritus. The motion was seconded and unanimously approved.
- Dr. Weitzel moved to approve Rao Ayyagari as Faculty Emeritus. The motion was seconded and unanimously approved.
- Dr. Weitzel moved to approve James Evans as Faculty Emeritus. The motion was seconded and unanimously approved.

May 20-22 are being set aside as collegial work days. Nine month faculty cannot use these days as trade a day workdays however 12 month faculty are entitled to use vacation. The café will be open on these days for lunch.

Start thinking about nominees for the Sibley and Easton awards. Details for the awards have been submitted to the digest. The deadline for nominations is March 6.

Dr. Lively presented a flowchart and discussed the LU Governance Structure.

Dr. Cusamano reminded faculty about the counseling center resources and left some cards and handouts. The services are free for students and faculty should remember to refer students as deemed necessary.

Dr. Rodgers provided information about new updates to the portal for at-risk students. An instructional piece is being developed with details about how to use the new feature which will be distributed in the future.

Christine Hannar mentioned that there will be an updated Application for Degree process within the next couple of months. Students will be able to complete the application online and the advisor will also approve it through the portal. More than one major can go on the same application but more than one degree will require separate applications. Additional details will follow once the functionality has been completed.

Administration was asked to leave at this time in order for the faculty to hold an executive session.

The meeting adjourned at 3:50.

KB-Ulrich

FULL FACULTY MEETING

MARCH 11, 2015
MINUTES

Meeting Commenced: 3:02pm

The meeting was opened by Kim Brickler-Ulrich and Mira Ezvan from the School of Business and Entrepreneurship.

President Evans addressed the faculty and discussed several items:

- The BOD continues to interview candidates for the Presidential search and has narrowed the finalist down to 2-3 candidates.
- Dr. Abbott will step into the role of Acting Provost as of May 1.
- An acting Associate Provost will be named.
- Current enrollments were reviewed. Tuition will increase by 2.9%.

Deb Kiel motioned and it was seconded to nominate Dr. Jann Weitzel for Emeriti Faculty status. The motion was unanimously approved.

Deb Ayres addressed Human Resources:

- A Benefits Committee was formed to address any benefits concerns/issues of employees.
- For details on FMLA, go to the ADP portal, click on Resources, FMLA is listed under Benefits.
- The new evaluation system software is being customized to specifically work for Lindenwood employees.

Jason Lively reminded the faculty about the deadline for Faculty Awards and encouraged nominations. The deadline is the end of May. Jason will represent the faculty in the presidential search interviews.

Christina Green provided an update on the Book Xchange issues communicated to council members regarding J-term and spring semester problems. Contact Dr. Abbott if you have any BXC issues.

Jann Weitzel addressed course evaluations. All Deans have access to course evaluations for all departments. If you have questions about data related to course evaluations contact your Dean.

Sarah Noonan reminded the faculty about the student symposium and indicated that judges are still needed.

David Wilson and Jeremy Carnes provided an assessment update. The new assessment website is live and can be accessed under "About" on the website, and click "Assessment".

The Deans' and administrators were asked to leave at this time in order for the faculty to hold an executive session.

Meeting Adjourned: 4:14pm

FULL FACULTY MEETING

MAY 6, 2015
MINUTES

The meeting was opened by Patrick Walker and Paul Corbin from the School of Human Services.

It was motioned and seconded to approve the list of May 2015 graduations. The motion was unanimously approved.

Dr. Weitzel was congratulated on her appointment as President of Cottey College.

Barry Finnegan reviewed the faculty instructions for graduation. Written guidelines will follow in the Daily Digest.

The president and vice president of LSGA presented the Professor of the Year award as nominated and voted on by the students. Dr. Krista Tucciarone earned the title this year.

Eric Stuhler announced the date for the employee picnic on July 22, 2015, from 5-8:30 pm, and invited everyone to attend.

Copies of the Lindenwood Review are available at the exits of the theater or by contacting Beth Meade.

The meeting adjourned so the faculty and staff could enjoy a farewell celebration in honor of Dr. James Evans and his many years of service to the university.