

Department of History
Minutes
1/23/2008

Present: Ms. Chirhart, Mr. Clark, Mr. Fischer, Ms. Foster, Mr. Giffin, Mr. Hawkins, Mr. Hunter, Mr. Land, Mr. Nichols, Mr. Olsen, Ms. Phillips, Ms. Skinner, Mr. Stofferahn

Absent: Mr. Schneirov

Meeting called to order at 3:00 PM.

Visit from Linda Clark-Laffoon from the Graduate School; she would like any ideas the faculty have about recruitment.

Unanimous approval of minutes from 11/7/2007 meeting.

ANNOUNCEMENTS.

1. Work schedule for student worker was passed around.
2. No FROPA deadline announced yet.
3. Overall Spring enrollment is down 10-12% from last Spring. University retention from Fall to Spring is down, partly because of new policy dropping students with lower than 1.0 GPA. Applications and admits for Fall are up as of now.
4. Phi Alpha Theta: Mr. Stofferahn announces three field trips upcoming, one to St. Mary's, one to St. Ben's, one to St. Meinrad's.
5. Mr. Schneirov is now testifying before Indiana House regarding a bill which would add a faculty representative to existing Boards of Trustees.
6. Mr. Hawkins: Bob May, historian (from Purdue) of antebellum America and particularly filibustering, will be our visiting speaker next week (Feb. 5).

COMMITTEE REPORTS.

1. Mr. Nichols for Assessment. Committee conducted several exit interviews and processes the files for Summer 200y graduates.
2. Ms. Chirhart for Budget. Requests missing paperwork from applicants for travel money.
Mr. Olsen adds: Department budget has a small surplus (carry-forward from last year). We can spend it (but not on food) for software and DVDs, in particular, but preference should be given to instructional needs. Give vendor information to Ms. Greenwalt; Amazon is now an acceptable vendor. It can also be used for travel, with consent of Budget Committee, but cannot be applied to trips already taken and funded.
Mr. Olsen adds: Department has \$2,000 in Distance Ed fund unspent. Could spend on anything relevant (related to distance education), such as a student worker or stipend for course re-development. College has \$50,000 in its fund and is also interested in "creative" ideas from faculty that will enhance distance education.

3. Mr. Hawkins for Curriculum: nothing to report.
4. Mr. Giffin for Grad: problem with students who do not make up incompletes, turns to an F. New policy is that faculty who encounter student appeals in this area can request clarification and advice from the Graduate Committee. Mr. Giffin also announced upcoming graduate student forum with Eastern Illinois University: 4 graduate students will present papers (Peter Belser and C. J. Lepley from ISU). Finally, Mr. Giffin noted that the committee is working on recruitment for 2008-09; we have 13 students in total now, 7 may graduate this Spring, we have fewer-than-usual applicants at this time. Speak to your current History or SSE majors who may be interested in graduate school.
5. Mr. Giffin for R / Tenure: the Committee is finished for this academic year.

OLD BUSINESS.

Mr. Hunter distributed materials on exchange program with University of Malta. It is time to select a student for Spring Semester 2009. Mr. Hunter described our arrangement and why it is less expensive than other study abroad programs. He explained talking points we can go over with students about Malta; need to recruit high-quality and mature students for this opportunity. Faculty will announce to class this coming week and put sign-up sheet in Mr. Hunter's box. He will contact interested persons and hold an informational meeting. A small committee will formally interview selected candidates.

NEW BUSINESS.

1. Mr. Olsen: possibility of networking the copier. Could save a significant amount of money. We would keep printers in our offices but have option of printing large documents downstairs, from queue, with password protection. Discussion followed about cost, privacy issues; location of networked copier either on 3rd floor or still on 1st floor for convenience of student workers.
2. Mr. Olsen: background checks for new faculty and TAs. \$50,000 cost to University. At the same level of rigor as for public school teachers. It is not retroactive for current faculty. Support staff have this requirement, as do adjuncts.
3. Mr. Olsen: General Education revision and our Department's responsibilities. General Education will be renamed "Foundations." The General Education coordinator has requested that the Department develop an outcomes statement that will be included in each syllabus (in the Historical Studies category) that will make clear to students the content and intended outcomes of the course. Curriculum Committee will meet to draw up a statement to facilitate this. The statement could also be used to evaluate future course proposals. A proposed new upper-level "Foundations" requirement might re-invigorate enrollments in 300-level courses, may encourage minors or second majors. The current task force model is available on the Blackboard site dedicated to the GE discussion.
4. Mr. Olsen: Department by-laws need review; asks for volunteers to e-mail him about serving on this review. Mr. Olsen proposes even split of faculty

three ways, between Assessment, Curriculum, and Graduate Committees, rather than division in favor of Curriculum and Graduate Committees, as we have now. Assessment Committee's workload has increased.

Meeting adjourned by Mr. Olsen at 4:15 PM.

Respectfully submitted: Mr. Land