

Arts and Humanities Division Meeting
Tuesday, 12:30-1:20, September 6, 2005, 1C3

The following faculty were present:

Susan VanSchuyver
David Archer
Doug Blake
Dianne Broyles
Patricia Brooks
Rachel Butler
David Charlson
Ruth Charnay
Mindie Dieu
Michael Franco
Abbie Figueroa
Gwin Faulconer-Lippert
Carlotta Hill
Sue Hinton
Sheri Hobbs
Kim Jameson
Jon Inglett
Mary Ann Moore
Lyn McDonald
Mary Beth McCauley

Stephen Morrow
Rochelle Mosby (covering office)
Warren Neal
Clay Randolph
Linda Robinett
Richard Rouillard
Michael Punches
Mary Punches
Mark Schneberger
Nina Smith
Ron Staton
Pamela Stout
Mary Turner
Chris Verschage
Bertha Wise

Cc: Dr. Paul Sechrist
Dr. Brenda Harrison

1. **Service Learning**--Jon Horinek presented information to faculty on integrating service learning into their curriculum. He gave examples and passed out a brochure and suggested faculty contact him in Student Life in the Service-Learning Center if they need help. Faculty asked questions. A big plus is that if faculty do place their students in service learning facilities, Student Life handles the liability issues. Also, please visit the Student Life Website for updates.
2. **SII's** – Susan talked about the revisions in the Student Input on Instruction (SII) forms. The Department of Institutional Effectiveness is looking for the Instructor's Name, the class synonym (the 5 part number) and the name of the course. Susan suggested that faculty stay in the classroom long enough to assist their students with filling in the information listed above. She explained how much this will help the Department of Institutional Effectiveness in processing SII's.

She discussed that questions 8, 9 and 10 will be faculty generated and are optional. They must be printed on a piece of paper and one copy must be handed into the division office.

Other changes were in question three (3) for the wording was changed to "for class" and in question six (6) was changed to are relevant to "course objectives replaced rather than the "course subject" and finally in question seven (7) "when I have gone to see him or her" (in office hours) was added.

- 3. Development Plans** - Susan discussed with faculty that two-year plans are optional and 1 year plans are typical, but if you want to do a 2 year plan, then no revision would be required in the second year.

Development Plans are due 2 working days before your conference.

- 4. Committee Reports** -

Extended Professional Leave Task Force—Clay reported that the EPLTF has met three times this fall. The Task Force has had productive discussions concerning the purpose of EPL, who is eligible, the length of leave, the process of application, and related issues. A subcommittee chaired by Clay Randolph has been appointed by Gary Lombard; this committee is now working on a preliminary draft to present to the Task Force.

Retention Subcommittee on Information Access – Sue Hinton reported that the subcommittee met July 26 to work on its goal, which is to improve technology to give students proper advising and graduation information.

Several issues were brought up in the meeting:

Faculty advisors have inadequate access to student records. Students have inadequate access to records. Faculty have incomplete and inaccurate lists of advisees. Faculty have inadequate training on how to use the computer system. And, faculty and staff have inadequate knowledge and training pertaining to FERPA (privacy act).

Sue agreed to ask faculty members to review their Mine Online list of advisees to identify what kinds of problems exist. Sue also agreed to take those comments to the next meeting.

Gloria Barton agreed to work on expanding access to student records for faculty members who are advising students who are not listed on their advisee list.

Committee Chair Stu Harvey agreed to talk to Dean John Hockett about problems that may exist with the current system of advising students.

The committee will begin meeting again this fall, but no date has been set as of September 1.

- 5. Events Coming Up**
Fall Choir Concert, October 11th—Ron

Oklahoma Global Education Conference—October 6-7; names due to me by
Sept. 12 (specify one or two days)
Chamber Singers and Concert Choir--the Southern Nazarene Music Festival
October 14th—Ron
Fall Plays—Agnes of God, Oct. 20-22; The Best Christmas Pageant Ever, Dec.
8-10—Ruth
ABSOLUTE—manuscripts, photos, and artwork needed for the 2006 edition; the
deadline is Dec. 1, 2005—Clay
Essay Contest—deadline December 15, 2005