

Hixson-Lied College of Fine & Performing Arts  
Faculty Meeting Minutes  
April 2, 2003

A regular meeting of the faculty of the Hixson-Lied College of Fine and Performing Arts was held on April 2, 2003 at 11:30 a.m. in the Steinhart Room of the Lied Center.

Faculty members in attendance were: Ron Bartels, Eddie Dominguez, Shelley Fuller, Michael Hoff, Elizabeth Ingraham, Wendy Katz, Gail Kendall, Karen Kunc, Mo Neal, Peer Pinnell, Joe Ruffo, Alison Stewart, John Bailey, Carolyn Barber, Paul Barnes, Karen Becker, Ariel Bybee, Quentin Faulkner, Robert Fought, Allen French, Rhonda Fuelberth, Joe Kraus, Peter Lefferts, William McMullen, Albie Micklich, Brian Moore, Glenn Nierman, Sara Semonis, William Shomos, Pamela Starr, Robert Woody, Brenda Wristen, Jeff Elwell, Richard Endacott, Jennifer Kenyon, William Kenyon, Tice Miller, Charles O'Connor, Harris Smith, Virginia Smith, Ed Stauffer, Janice Stauffer, and Sharon Teo.

Dean Giacomo Oliva presided over the meeting.

The minutes of the November 2, 2002 meeting of the faculty were approved as printed.

Jenny Kenyon then presented to the faculty the proposed bulletin changes needed to comply with the new DARS system. The first proposal presented was to eliminate ENGL 354 from the list of allowable classes for Area A: Communication. This proposal was presented because it was approved as an ES course in error. ENGL 354 is not listed by the university as a course eligible to fulfill any ES requirements. After discussion, a motion was presented, and upon being seconded was unanimously approved:

RESOLVED, that ENGL 354 be eliminated from the list of allowable classes for Area A: Communication.

The second proposal presented was a request to eliminate the following paragraph from the Bulletin:

“Students in the Hixson-Lied College of Fine & Performing Arts must complete the communication requirement by the first semester of their junior year (65 credit hours or more). Transfer students and others who have not met the requirement and have 65 or more credit hours must choose ENGL 254 or 354 to complete this requirement.”

As ENGL 354 has been removed as an allowable class for Area A: Communication, the bulletin needs to be revised accordingly. After discussion, a motion was presented, and upon being seconded was unanimously approved:

RESOLVED, that the bulletin be revised eliminating the paragraph cited above.

The third proposal presented to the faculty was a bulletin change in the listing of course exclusions and restrictions concerning ROTC, PE and athletic practice. The current listing is ambiguous, and therefore, the following is proposed as a substitute for the section currently on page 264 of the bulletin:

“Course Exclusions and Restrictions:

- Maximum 4 hours Activity PE, Athletic Practice, or Basic Military Science.
- Maximum 12 hours total from any combination of the following areas:
  - Activity PE
  - Athletic Practice
  - Military Science, Naval Science, or Aerospace Studies (This restriction does not apply to cross-listed courses between military science, naval science, or aerospace studies and department of the Hixson-Lied College of Fine & Performing Arts.)”

After discussion, a motion was presented, and upon being seconded was unanimously approved:

RESOLVED, therefore that the bulletin be amended as cited above.

William Kenyon then presented the fourth proposal to the faculty, a bulletin correction for the number of hours required for a BA in Studio Art. Due to the implementation of the Visual Literacy program, with its 10 credit hour sequence of courses, it is proposed to increase the studio hours in the major to 25: 10 in Visual Literacy and 15 in studio electives. This will enable the students to take normal 3-hour blocks of studio classes without changing the total number of hours students are required to take to complete either for the major or for the degree. After discussion, a motion was presented, and upon being seconded, was unanimously approved:

RESOLVED, therefore, that the bulletin be amended as follows under “Requirements for the Major in Art: Bachelor of Arts Degree:”

<b>Art and Art History</b>		<b>43</b>
Visual Literacy	10	
ARTP 140, 140L, 141, 141L		
Studio Electives	15	
(at least 3 hours of these studio electives must be in courses numbered above 299).		
AHIS 101 and 102	6	
Art History Electives	12	
(at least 3 hours of the 12 hours must be in courses numbered above 299).		

The fifth proposal presented to the faculty by William Kenyon was for an Independent Study change in the Studio Art Major. In keeping with the offering of

courses in three-hour increments, it is proposed to change the limit of independent study course hours to six hours for the BA in studio art. After discussion, a motion was presented, and upon being seconded was unanimously approved:

RESOLVED, that the bulletin be changed to read, “No more than 6 hours among independent study courses (ARTP 395, 495, 496, 499H, AHIS 390, 392, 395, 490, 492, 495, 499H) may count toward the major in the BA degree.”

The sixth proposal presented to the faculty was for an Independent Study change in the Art History Major. In keeping with the previous proposal, since courses are offered in three-hour increments, it is proposed to change the limit of independent study course hours to six hours for the BA in Art History. After discussion, a motion was presented, and upon being seconded was unanimously approved:

RESOLVED, that the bulletin be changed to read, “No more than 6 hours among independent study courses (AHIS 390, 392, 395, 490, 492, 495, 499H) may count toward the major in the BA degree.”

The seventh proposal presented to the faculty was for the elimination of the exclusion of Plan B only for a Studio Art Minor for Art History majors. The elimination of the studio art requirement for Art History majors makes this requirement obsolete. After discussion, a motion was presented, and upon being seconded, was unanimously approved:

RESOLVED, that the following language be eliminated from the bulletin, “Studio Art may be used only as a Plan B minor.”

FURTHER RESOLVED, that art history majors may now pursue a Plan A minor or a Plan B minor in studio art if they so choose.

The Dean then reopened discussion regarding By-Law XIII as presented to the faculty on Blackboard prior to the meeting as well as at the faculty meeting on April 2, 2002. The Dean reminded the group that discussion on this By-Law began at the last faculty meeting and that the Executive Committee had worked on revising definitions of some terminology to reflect the input of the faculty at that first discussion of the document. In discussion at the meeting, the faculty expressed concern about the criterion descriptor, “needs improvement.” As a consensus was not reached after considerable discussion, the faculty agreed that the Dean would work with the Senior Vice Chancellor for Academic Affairs’ office on fair wording for this descriptor to ensure that it will be clear what is meant. Aside from that one detail, the faculty agreed that the by-law was in a state of readiness for approval. That being the case, a motion was presented, and upon being seconded was unanimously approved:

RESOLVED, that By-Law XIII be amended as presented,

FURTHER RESOLVED, that the Dean will work with the Office of the Vice Chancellor of Academic Affairs to clarify the description of “needs improvement.”

Peter Lefferts then led discussion regarding By-Law XIV. After discussion, a motion was presented, and upon being seconded was unanimously approved:

RESOLVED, that By-Law XIV, Record Keeping for Faculty Activities and Achievements be revised as presented and restated below:

A. Records concerning each faculty member are maintained in files kept by the individual faculty member, the faculty member's department or school, and the College.

B. Faculty inform their chairpersons or directors of their activities and achievements in the form of materials that will become the basis for the annual evaluation related to merit salary adjustments, and also for evaluations concerned with reappointment and progress toward tenure, promotion, the awarding of Continuous Appointment, post-tenure review, and honors and awards for which the faculty member may be nominated.

C. Information about individual faculty activities and achievements is conveyed in three bodies of documentation that the faculty member provides. They are:

1. The Cumulative Faculty Record.

a. This record is initiated by the faculty member upon commencing employment at the university, in order to provide a continuous record of the faculty member's activities, accomplishments, and honors.

b. This record is updated and submitted yearly as part of the annual review of faculty for determining merit salary adjustments.

c. The Cumulative Faculty Record and its updates are kept on file by the College in the Dean's Office. Copies are also to be kept on file by the department or school in the chair or director's office, and by the individual faculty member.

2. The annual faculty evaluation file.

a. This file, maintained by the individual faculty member, is submitted yearly as part of the annual review of faculty for determining merit salary adjustments, and contains, in addition to a copy of the Cumulative Faculty

Record, additional materials deemed relevant by the individual academic unit to its faculty members's remuneration and status.

3. The faculty career achievement file.

a. The materials assembled in the annual evaluation file, including all student evaluations, shall be preserved by the faculty member and shall cumulatively form the core of the faculty career achievement file, which is the documentation provided by the faculty member for evaluations concerning reappointment, progress toward tenure, promotion, awarding Continuous Appointment, post-tenure review, and honors and awards for which the faculty member may be nominated.

b. Faculty members shall have access to all material submitted for their evaluation (except for confidential letters of evaluation when the right to review has been specifically waived by the faculty member) and the opportunity to respond in writing.

D. The College File and the Departmental or School File.

1. The College file.

a. The College shall maintain a file on each faculty member consisting of the yearly Cumulative Faculty Record and any additional relevant materials.

b. Faculty members have a right to see and respond to the contents of their College file, except for confidential letters of evaluation when the right to review has been specifically waived by the faculty member.

2. The departmental or school file.

a. The department or school shall maintain a file or files on each faculty member consisting of the initial letters of offer and acceptance, memoranda of reappointment, promotion, and tenure, copies of the yearly Cumulative Faculty Record and Performance Evaluation Summary, the Personnel Action Form and Personal Data Form, similar personnel documents, and any additional relevant materials.

b. Faculty members have a right to see and respond to the contents of their department or school file(s), except for confidential letters of evaluation when the right to review has been specifically waived by the faculty member.

3. Faculty members may petition their chair, director, or dean to have material removed from their departmental or school or college file.

The Dean then noted that the Executive Committee continues to work on revision of the By-Laws and that additional presentations will be made to the faculty at upcoming faculty meetings.

The Dean then presented several information items to the faculty. Firstly, the Dean reminded the faculty about the College Alumni Weekend (April 24-27) and the Awards Dinner, April 25. He additionally stated that the process for applying for Hixson-Lied grant funds is being revisited to further refine the application procedures. The peer review element of the process will remain in place. The Dean reported that John Richmond has been named as the new Director of the School of Music and that he will join the faculty on July 1, 2003. He also reported that Karen Kunc has been named the College's second Cather-Bessey Professor.

The Dean then reported to the group that from this point forward, all College-wide committee reports will be posted on Blackboard for review by the faculty. This new dissemination system is an effort to save paper and to familiarize the faculty with the capabilities of Blackboard.

The faculty meeting dates for Academic year 2003-2004 were announced: Thursday, November 6, 2003 and Wednesday, March 31, 2004 will be the dates for next year's meetings.

There being no further business, the meeting was thereupon adjourned.

Respectfully submitted,

Kristin McAllister  
Assistant to the Dean