



# *Academic Notes*

DECEMBER 6, 2004

AN 2004-2005

## **\*\*SPECIAL NOTICES\*\***

### **CALEB MILLS DISTINGUISHED TEACHING AWARD**

Nominations for the 2005 Caleb Mills Distinguished Teaching Award are now being accepted at the Center for Teaching and Learning, Dreiser Hall 123. The award is one of ISU's most prestigious, and a faculty committee is currently being formed to review nominees. The deadline for nominations is Friday, December 17, 2004.

The University Handbook restricts nominations for the Caleb Mills Award to tenured faculty who have taught a minimum of 16 semester hours or 24 contact hours at ISU over the previous calendar year. Nominations can be provided from administrators, faculty, students, and alumni and should be submitted electronically at the Center for Teaching and Learning Web page. Click on Programs, followed by Caleb Mills Award.

Thank you for your assistance in recognizing some of ISU's most outstanding faculty. Informational posters for the award will be forthcoming and can be displayed in your building in an appropriate setting.

### **FACULTY ATTENDANCE FORM FOR FALL COMMENCEMENT**

All faculty are asked to go to the Academic Affairs Web site and fill out the Faculty Attendance form for Fall Commencement 2004 at <http://web/acadnotes/commencement.htm>. After completing the attendance form, click on the submit button, and it will be sent directly to the Office of the Provost. Please complete the attendance form no later than **5 p.m., Wednesday, December 15, 2004**. If you have questions, please contact Donna Royse at x2307.

### **ACADEMIC NOTES PUBLICATION SCHEDULE FOR FALL 2004**

Below is the circulation schedule for the hard copy of *Academic Notes* through December 13, 2004. An asterisk (\*) indicates a curricular issue. **All submissions for inclusion in *Academic Notes* are due in the Office of Academic Affairs no later than 10:00 a.m. on the Wednesday<sup>a</sup> prior to the distribution of *Academic Notes* on the following Monday, along with an E-Mail or a diskette with the same information in Microsoft Word format. Failure to submit a diskette containing this information will delay publication.** An electronic version of *Academic Notes* is available using Acrobat Reader via the ISU Web Page at – <http://web.indstate.edu/acadnotes/> –.

*SPECIAL NOTICES: continued*

**ACADEMIC NOTES PUBLICATION SCHEDULE**  
**FOR FALL 2004**

| <b><u>Deadline for Items</u></b> | <b><u>Issue Date</u></b> |
|----------------------------------|--------------------------|
| Dec 8*                           | Dec 13*                  |

<sup>a</sup>Due to holidays, the dates for submission and publication have been moved up or back a day.

## FACULTY GOVERNMENT

**INDIANA STATE UNIVERSITY**  
**FACULTY SENATE**  
**EXECUTIVE COMMITTEE**

The Executive Committee of the University Faculty Senate will meet at 3:15 p.m. on Tuesday, December 7, 2004, in Hulman Memorial Student Union 227.

Agenda

- I. Administrative Report
- II. Chair Report
- III. Fifteen Minute Open Discussion
- IV. Approval of the Minutes
- V. Standing Committee Recommendations:
  - FAC: Academic Deans Evaluation Report
  - CAAC\*, FAC, Grad Council\*, SAC: Notebook Initiative
- VI. Old Business
- VII. New Business
- VIII. Standing Committee Reports

\*Pending committee actions.

## FACULTY SENATE STANDING COMMITTEES

**ADMINISTRATIVE AFFAIRS COMMITTEE**

The Administrative Affairs Committee will meet on Friday December 10, 2004 at 3:00 pm in Root Hall, rm A237.

AGENDA

- 1) Approval of Minutes
- 2) Chair Report
- 3) Professional Satisfaction Survey - discussion continued

- 4) Old Business
- 5) New Business

*FACULTY SENATE STANDING COMMITTEES: continued*

### **STUDENT AFFAIRS COMMITTEE**

The Student Affairs Committee will meet Friday, December 10 at 8 am in the Library, Room 028 [Lower Level] [Chair, Marsha Miller, Library; [marshamiller@indstate.edu](mailto:marshamiller@indstate.edu)]

#### AGENDA

- I. Call to Order
- II. Adoption of the Agenda
- III. Approval of the Minutes of November 11, 2004
- IV. Reports
  - a. Chairperson
  - b. Faculty Senate Liaison
  - c. Administrative
  - d. Student Representative
- V. Old Business
  - a. Faculty Scholarship [recommendations for scoring applications]
  - b. IT Notebook proposal
- VI. New Business
  - a. Update on National Survey of Student Engagement [Karen Schmid]

### **THESES, DISSERTATIONS, & RESEARCH PROJECTS**

#### **COLLEGE OF EDUCATION: Educational Leadership, Administration, and Foundations**

Teresa Baker will defend her dissertation titled *Adolescents' Self-Perceptions of Competence Attending School in a Residential Setting* on December 10, 2004 in College of Education room 1203 at 9:00 am. Her committee members are Dr. Cheryl Adams, Ball State University, Dr. Steve Gruenert, Dr. Susan Kiger, and Dr. Brad Balch, committee chair.

# FACULTY ACADEMIC APPAREL ORDER AND ATTENDANCE FORMS

1. Please provide the following information concerning your plans for the Commencement so that, if attending, you can be included in the lineup.
2. To order faculty academic apparel, fill out the faculty academic apparel order form at the bottom of this page and send to Debbie Osborne, ISU Bookstore.

## Attendance Form

### Check one:

I shall participate in Commencement \_\_\_\_\_

I shall NOT participate in Commencement \_\_\_\_\_

### Check one:

I have my own academic apparel \_\_\_\_\_

I have placed my order for rental of academic apparel from the ISU Bookstore (see form below) \_\_\_\_\_

Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Year(s) Of Service at ISU: \_\_\_\_\_

**Please cut top portion of this form and send to:  
Office of the Provost and Vice President for Academic Affairs by  
December 15, 2004  
Parsons Hall, Room 208  
(812) 237-2304  
FAX: (812) 237-3607**