Annual Report
Elizabeth E. Dunn, Dean
College of Liberal Arts and Sciences
2010-2011

A Few Highlights:

After arriving on campus July 1, I spent most of July and August finding resources and offices on campus and reviewing files in the college. I read all the most recent self-studies of the departments and programs in CLAS and met with every department chair and program director at least once before classes began.

The fall semester was initially consumed with a two-year full review of the approximately 130 full time faculty in the college. I read two sets of annual reports and chair evaluations for each one. For the first time, a rubric was not only applied to every full time faculty member, but I went before the college and explained how I was establishing their merit rankings. I also began working with units in the college that were new to me such as the Civil Rights Heritage Center and the Advanced College Project—both required a significant amount of attention.

In the spring I turned my attention to professional development for the chairs, encouraging the faculty to think carefully about our mission together as a college (not just the mission statement but the actual mission), understanding our budget more fully, and working with my fellow deans. The last group began to meet in part to talk about developing a group of “cross campus faculty leaders” among the department chairs, directors and program coordinators. I hope to continue that work this year.

Over the year I conducted annual performance reviews for faculty and made recommendations for reappointments, responded to tenure and promotion applications, and wrote numerous letters for faculty who applied for grants and awards. I met with most departments in the college at least once and spent considerable time getting to know the faculty overall.

Thanks to Dean Michael Horvath, I made contacts among local educators in the P-12 system almost immediately and attended meetings of the Education Collaborative Council and began participating in the Educational Tours initiative. CLAS will team up with Bethal College and Dickinson Fine Arts Academy to provide “a day in college” experience at IU South Bend for 8th graders next spring.

Also throughout the year, I seized every opportunity I could to talk about the importance of and the college commitment to the General Education
program. The basic structure supports the AAC&U Liberal Education and America’s Promise guidelines very well. We should easily be able to qualify as a LEAP campus. I have cooperated with Dr. Linda Chen with regard to General Education at every opportunity and attended the AAC&U workshop on General Education in June as part of her team.

Reacting to the Past, an innovative and active pedagogy first used at Barnard College played an important role in my own teaching and understanding of student learning. I have introduced this pedagogy at Indiana University South Bend in a variety of ways. The CLAS Council of Chairs fall retreat was organized around a Reacting session and took the chairs through a short version of a classroom game that focused on understanding Charles Darwin’s The Origin of Species. The Executive Vice Chancellor and the Vice Chancellor for Student Affairs joined us and played along as well. I also co-presented the pedagogy, with Dr. Carolyn Schult, at the UCET spring conference and introduced the idea of using Reacting as part of our discussion of first year experience courses. I am very pleased to note that three Reacting classes will be taught at IU South Bend this fall and we are considering hosting a regional Reacting conference to introduce other Indiana faculty to this exciting way of engaging students in their own education.

CLAS faculty and staff began thinking about how to promote the college and deepen our engagement in the community of South Bend. I had many discussions with my Associate Deans and other college faculty about why we might want to undertake a systematic promotion campaign that would also help our fundraising efforts. The fruits of that discussion should begin to ripen this coming academic year. We will publish our inaugural college magazine, thanks to the leadership of Associate Dean Doug McMillen. Ken Baierl’s office created some wonderful visual advertisements for us and with Associate Dean Becky Torstrick, we held student focus groups and obtained additional feedback from faculty. I hope to use these images in a variety of places this year. We have also continued to improve and update our website and are anxiously awaiting our new pages and the content management system this year.

Two other items accomplished were the establishment of a firm protocol for starting centers in the college and obtaining support from the faculty to start and advisory council for CLAS. Both of these efforts started with white papers that I drafted and took to college meetings for discussion. We currently have two projects underway that are looking at center status—the American Democracy Project and a publishing project in the Department of English. I look forward to seeing those mature.

I have also been preparing for an advisory board. The college wanted to be certain of its mission before we activated a board and that discussion began in the spring and will continue fall 2011. I’ve written a draft “position
description” for board members and the white paper outlined the structure. I've been collecting a list of potential candidates for the board and I hope to begin extending invitations late spring 2012.

At the end of my first year I am beginning to know the players on campus, to understand the budgeting process in more detail, to know and understand important policies and procedures at multiple levels of the university, and to develop a knowledge of the overall culture of IU South Bend. It was a very busy year, and I look forward to many more.

Below is a list of activities and projects undertaken this year.

**Administrative Duties:**

**Academic and Student Affairs:**
- Academic Cabinet
- Enrollment Management Council
- Strategic Planning Advisory Council
- Cross Campus Faculty Leaders development

**CLAS:**
- *Chairs’ Council:*
  - Fall mini-retreat, University Strategic Plan and General Education
  - Fall retreat, Reacting to the Past w/ guest Marsha Driscoll

- *Faculty meetings:*
  - Guest speakers, discussion of mission, Center Protocol, Advisory Board

- *General duties:*
  - CLAS Honors Night
  - Introductions for Dean’s Seminar: Kelcey Parker, Mahesh Ananth
  - Appointed four new chairs
  - Merit salary review
  - Annual performance reviews
  - Tenure and promotion reviews
  - ERIP review
  - Benchmarking report on advising
  - Biennial budget request including annual carry forward request
  - Sabbatical requests and budget for backfill
  - Faculty search requests
  - ACP proposal drafted
Began supervising CRHC, Center for a Sustainable Future
Conducted focus groups on potential ad campaign for CLAS
Academic Majors Fair
Strategic Initiative Grant to investigate and implement
assessment management system

**Professional Development:**
- All IU regional campuses meeting of Deans of Arts and Sciences
- AAC&U Workshop on General Education Assessment
- Sexual Harassment and EEO/ADA Training, Affirmative Action, IUSB
- FS Training, Karen Vargo
- Mental Health Webinar

**Publications, Reports, Reviews, and Presentations:**
- “Mason Locke Weems,” biographical sketch,
- Review of ms proposal, *Benjamin Franklin: The Making of an American Politician*
- Review of the Department of History, Adrian College, Adrian, Michigan
- HLC review, Focused Visit on General Education, Colorado
- “The Best Professional Development You Ever Had,” FACET workshop with Carolyn Schult
- “The Shock Doctrine in Action in Wisconsin,” Panel presentation, ADP

**Community Service:**
- Memberships: AAUW, League of Women Voters
- Attended: local rotary, Elkhart and South Bend Chamber of Commerce
- Appointed to Red Cross Board
- Appointed to national Reacting to the Past board
- Served on the Edison School Project Committee-now known as the Campus Visit Committee, supported by the South Bend Community School Corporation
- Served on the Education Collaborative Council, supported by the Office of Public Affairs and Communications at the University of Notre Dame
- Other campus committees: IR search, chair; ACE search