Highlights:

My second year as Dean of CLAS was characterized by greater efforts to raise the profile of the college internally and externally, shaping the CLAS Chairs’ Council during a transition in membership, and settling into several roles on campus as a more experienced administrator. I also continued working to expand the Reacting to the Past program as both a locally and a nationally known pedagogy. All aspects of this work have been very satisfying, and the college began implementing pieces of broader plans we formulated the year before. Although I continue to listen, watch, and learn about the faculty, students and overall culture of Indiana University South Bend, I was pleased to notice that this year, when I stepped into a meeting either on campus or in the city, I often knew most if not all the folks present. I felt less and less an outsider and more and more a member of the IU South Bend community.

During the fall, I deepened my involvement in the Higher Learning Commission with more training and planning for the campus entry into the new accrediting pathway, to take place in 2012-13. I also joined a campus visit team in November, and for the first time, independently wrote a major section of the report. The Chairs’ Council held a particularly productive fall retreat where we set the agenda for the rest of the year including some items that would continue beyond into the following fall. The Blueprint for Student Achievement provided an opportunity to extend my network and role in the context of regional campus affairs when I was appointed to the Steering Committee.

Beyond the usual spring duties of evaluating for merit raises and other routine affairs of CLAS, we completely incorporated General Studies into the college. This required a review of several policies, recruiting a new director, and many meetings regarding the planning and implementation of the move.

Production of the first college magazine, however, dominated a great deal of my thinking and time. Organizing the contents, meeting with the editorial staff and college committee, making decisions about countless design details, working on my own contributions and participating in some of the editing chores were all exciting opportunities to learn, learn, learn. I knew I was “all in” when I found myself reading a book about fonts. Professor Ken Smith patiently mentored us all while he was learning new sectors of publishing himself. The result, in my view, was well worth it—for those directly involved, for the college overall, for our students and for our alumni. We feel the magazine, Currents, represents the liberal arts in action and will tie us more firmly to internal and external constituencies, promote a common vision for the college, and provide a vehicle for fundraising and publicity. I wish also to note the crucial role played by Associate Dean Rebecca Torstrick who, along with
our administrative assistant, Jane Wang, got the companion electronic magazine up and running. She probably made as many if not more design decisions as those of us working on the print edition.

Associate Dean Doug McMillen moved over to guide the College of Health Sciences after the untimely death of Dean Regan-Kubinski. We were very pleased that CLAS could support a sister unit in need, but the loss of Dr. McMillen has been a major one that worried everyone. Luckily, we are deep in talent, and Dr. Monika Lynker has stepped up to the plate with grace and a willingness to work for the college in any way that we needed her. Because of her previous experiences with the CLAS Advising Center, the transition was smooth, and she began to rally the center staff around a renewed commitment to service for our students that began to bear fruit almost immediately.

Once again, throughout the year, I discussed our key role in the General Education program and have tried to move us away from the vocabulary of service courses to one that emphasizes centrality to our overall mission. We began working with Associate Vice Chancellor Linda Chen on the General Education assessment process.

Networking in the IU community, our service area and nationally also continued. I worked with several folks here and at Notre Dame on our first attempt at a TRIO support federal grant through the McNair Scholars Program, attended IU meetings in Indianapolis and Bloomington, participated in meetings about and continued support for the Campus Visit partnership with Bethany College and South Bend’s Jefferson Intermediate Center, attended the annual meeting of the American Historical Association, attended numerous events in South Bend, worked closely with the League of Women Voters on their high school voter registration project, and joined the board of the St. Joseph Red Cross.

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

**Administrative Duties:**

**Academic and Student Affairs:**

- Academic Cabinet
- Enrollment Management Council
- Strategic Planning Advisory Council
- Deans and Directors
- Mapped campus strategic plan to the IU Regional Affairs Blueprint for Student Attainment, November 2011

**CLAS:**

- Chairs’ Council:
  - Organized and chaired 2 meetings per month
  - Fall retreat, Planning workshop for 2011-12
Planning items included:
  - Refined chair evaluations
  - Improved merit raise rubrics
  - Text for brochure on Scholar-Teacher model
  - High Impact practices in CLAS
  - First Year Experience courses
Appointed new chairs, met with them and assigned mentors
Supported new chairs to attend training w/CCAS
Conducted new chair training on campus, August 2011

Faculty meetings:
Organized and chaired 5 meetings
Workshops—Firm Faith Nelson on Academic Integrity March 2012,
  Appreciative Inquiry October 2011

General duties:
CLAS Honors Night
Introductions for Dean’s Seminars
Merit salary review
Annual performance reviews for chairs and directors
Tenure and promotion reviews
Budget requests and adjustments, including annual carry forward request
Sabbatical requests and budget for backfill
Faculty search requests processed, interviewed new faculty candidates, worked with Affirmative Action in hiring process
Advance College Project proposal completed and submitted, began discussions with Steven Keucher, Mike Beam, Jack Tharp
Appointed to serve on IU taskforce for ACP and dual credit
Supervision of the Civil Rights Heritage Center, Center for a Sustainable Future, the American Democracy Project, Project for Excellence in Literary Arts and Publishing
Academic Majors Fair, New Student Orientation
Proposed and oversaw improvements in DW 1001
Worked on reorganization of Advising Center with Doug McMillen, Monika Lynker, and Mary Nurenberg
Started an initiative in Department of Physics to recruit additional majors—met with Student Services recruiting team, met with chair, put together beginnings of materials to promote the major
Repeated recruiting process discussion with Department of Philosophy
Wrote LOU for cooperation between IUSE and IUSB German programs
Established priority list for Northside building improvements
Worked with the Department of Political Science to produce a
departamental planning document as a follow-up to their self-
study, closing the planning loop for the first time
Designed a planning rubric for all departments to use
Moved all college faculty to electronic annual reports
Revised college travel reimbursement and lecturer promotion policies
Developed content for college website to replace Noel-Levitz boilerplate
Worked w/ graduate program directors re. Noel-Levitz project
Worked w/ Department of English re. literary presses
Wrote numerous recommendation letters and grant support letters for faculty
Wrote thank you notes to all donors to foundation accounts in CLAS

Professional Development:

Attended Higher Learning Commission information session on Open Pathways w/ Dave Vollrath and Linda Fisher, Dearborn, MI, September 2011
Attended the Indiana Coalition for the Advancement of Women meeting, Exploring the Values, Strategic Processes and Change Mechanisms of Work-Life Policies, IU Bloomington, November 2011
Higher Learning Commission site visit, Peru State College, Nebraska, November 2011
Facilitated session on Strategic Planning: Past Present and Future, Council of Colleges of Arts and Sciences Annual Meeting, Montreal, November 2011
Attended the annual meeting of the American Historical Association, January 2012
Participated in the IU South Bend Development Office Retreat, February 2012
Higher Learning Commission Peer Training and annual conference, Chicago, April 2012
Weldon Conference on Higher Education, IUPUI, April 2012
Reacting to the Past Annual Institute—Played 2Nd Crusade game, participated in Board meeting, named Chair of Development Committee, New York City, June 2012

Publications, Reports, Grants, Reviews, and Presentations:

Authored, advancement section, Higher Learning Commission Peer Review, November 2011
Facilitated, UCET workshop on Reacting to the Past, January 2012
*Charles Darwin, the Copley Medal, and the Rise of Naturalism* game
played at Asian University for Women in Bangladesh and at Yonsei
University in South Korea
Drafted w/ Louise Collins, transfer map proposal with Ivy Tech
Community College
Gamemaster, *Charles Darwin, the Copley Medal, and the Rise of
Naturalism*, Reacting to the Past Annual Institute, June 2012
Worked with Notre Dame and Lee Streby on McNair Grant—our first
attempt at a TRIO program grant, June 2012

Community and Professional Service:

**Memberships:** AAUW, League of Women Voters, American Historical Association

**Attended:** South Bend Chamber of Commerce Education Summit, South Bend MLK
breakfast, YWCA lunch honoring Woman of the Year, Women of Power and
Influence lunch sponsored by the American Democracy Project, Trailblazers,
Michiana Monologues, Friends of South Bend Schools Luncheon, Michiana 40 Under
40 Luncheon

**Board service:** St. Joseph County Red Cross, national Reacting to the Past
Consortium, IUSB Civil Rights Heritage Center

**Miscellaneous campus committees:** Ad Hoc General Education Assessment
Committee (2 yr term), co-chaired United Way Campus Campaign, Campus
Campaign Committee (University Development), Campus Theme/One Book-One
Campus Committee, Summer Bridge Pilot Program Committee

**Other Service:**
Served, Campus Visit Committee, supported by the South Bend
Community School Corporation, our first group of 8th graders from
Jefferson Intermediate Center visited March 2012
Served, Education Collaborative Council, supported by the Office of
Public Affairs and Communications at the University of Notre Dame
Prepared for and attended Causeries on preparing for Leadership
Transition—facilitated using Appreciative Inquiry, found and
arranged for Dr. Richard Frankel from the IU Medical School, an AI
expert to facilitate
Spoke at New Student Induction Ceremony, Campus Culture and
Academic Regalia, August 2011
Chair, Search Committee for Dean of Education, Fall 2011
Served, Blueprint Steering Committee
Trained and participated in League voter registration of 18 year olds
at Mishawaka HS and Adams HS, January 2012
Provided historical reading for League of Women Voters “Friend
Raiser” event, September 2011
Visited Amanda Horter’s class to talk about the liberal arts and selecting a major—January 2012
Welcomed student to the Leadership Academy, July 2011
Supported creation of accelerated cohort in Criminal Justice and new four year map for General Studies, Blueprint project and Complete College America
Mentored First Year Experience teachers (teaching frequently in one section) piloting Reacting to the Past sections
Provided Reacting training to campus Peer Mentors, August 2011
Chaired and established new work groups and OnCourse site to scale up a First Year Experience program for IU South Bend
Worked to support revitalized Honors Program at IU South Bend
Bike the Bend, volunteer on campus, May 2012
Lead planner, deans and faculty at 8 schools in Illinois, Indiana and Missouri to host a Midwestern Reacting Institute in fall 2013

All the goals of the chair retreat—see notes.

Third Year review:

Potential outside reviewers:

❖ Dean Samantha Early, IUSE
❖ Stephen Keucher, IUB (for Blueprint and ACP work)
❖ Dr. Mark Carnes, Professor of History, Barnard College, Reacting to the Past
❖ Dr. John Burney, Vice President for Academic Affairs, Doan College (NE) and President of the Reacting Consortium national board
❖ Dr. Alma Powell, Dean’s search, CRHC
❖ Dr. Becky Drury, Notre Dame, Dean’s search
❖ Mr. John Reese, South Bend Public Schools, Campus Visit project
❖ Mr. James Kapsa, South Bend Public Schools, Campus Visit project and Dean’s search

Potential internal reviewers:

❖ Any IUSB dean
❖ Any CLAS chair present or recently past
❖ Any CLAS associate dean
❖ Vice Chancellor Jeff Jones
❖ Vice Chancellor Bill O’Donnell
❖ Associate Vice Chancellors Linda Chen or John McIntosh
❖ The directors of the CLAS academic centers
❖ Any staff person in the CLAS office
❖ Any CLAS faculty member