

University Notes

Kathy W. Funke, editor • 812/465-7005 • Jane E. Below, associate editor • jbelow@usi.edu

VOL. XXXIII, No. 28 - August 6, 1999

150 faculty changing offices in campus-wide move

More than 150 faculty are changing offices this summer. It is the most massive personnel move at the campus since 1969 when the staff moved from Centennial School, the original site of the campus, to the present location.

The 1999 move began with a small number of science faculty relocating to other offices in the Science Center last week. Moving activities increased this week, when liberal arts faculty started moving from the Science Center, the Health Professions Center, and other campus locations to the \$15.2 million newly constructed Liberal Arts Center. Science, nursing, and health professions faculty will move into vacated offices in the Science Center and Health Professions Center. This move is expected to take two weeks and involves moving telephones, computers, office files, and office supplies for over 150 people.

"The Science Center has been undergoing multimillion dollar renovations over the last year," according to **Dr. Jerome R. Cain**, dean of the Pott School of Science and Engineering Technology. Most of that school's faculty are being shuffled. Dr. Cain said, "Three faculty members have not changed offices; the other 60 are in transition."

The changes will allow for better organization. Dr. Cain explained that faculty offices will be located by department, rather than mingled through three floors and temporary space. Mathematics faculty will be located on the top floor of the Science Center; the second floor will house the Dean's Office, Chemistry Department, and Geology Department; and biology and physics faculty offices will be on the lower level. Dr. Cain said, "It will be much easier for students to find faculty since they are organized in departments. Lists will be posted when classes resume."

The Liberal Arts Center is located south of the University Center at the west end of what will become a quadrangle, one that may shift the center of campus activity, expects **Dr. Thomas A. Wilhelms**, associate dean of the School of Liberal Arts and chair of the Planning Committee for the building. He describes the building as an elegant mixture of tradition and innovation.

Inside, the building brings together most of the elements of the School of Liberal Arts in classrooms, laboratories, and meeting spaces at once functional and inviting but also technologically advanced. The lower level contains radio and television studios, a computer lab, a seminar room, a distance education classroom and multi-media control center, as well as the Mallette Studio Theatre, Kleymeyer Lecture Hall, Hamilton Music Studio, Miller Foreign Language Laboratory, Topper Music Practice Room, and Scripps-Howard Center for Media Studies. The named spaces were made possible through generous donations by friends of the University during *Campaign USI* and could not have been completed and furnished without donor gifts.

The next two floors house a total of 25 classrooms, including two seminar rooms, four 60-seat lecture halls, 15 classrooms, and four electronic classrooms as well as a psychology laboratory and a Center for Communal Studies. Electronic classrooms are designed with a computer workstation for each student, a full complement of word-processing and multi-media software, and access to satellite downlinks and to the Internet. Eventually all classrooms throughout the Liberal Arts Center will have the capability to send and receive digitized information making it, according to Dr. Wilhelms, among the most technologically-advanced classroom buildings in the state. The psychology lab also will have computers. The Center for Com-

continued on page 2

Trade assistance for exporters

Ms. Autumn Brown, international trade financial specialist with the Indiana Department of Commerce, will be the featured speaker at the Tri-State World Trade Council luncheon scheduled for 11:30 a.m. to 1 p.m. on Thursday, August 19, in Carter Hall.

Ms. Brown will discuss the services offered by the Indiana Department of Commerce for Indiana importers and exporters. Her presentation will focus on assistance that is available through the Export-Import (Ex-Im) Bank.

The Ex-Im bank, established in 1934, provides guarantees of working capital loans for U.S. exporters, guarantees the repayment of loans, or makes loans to foreign purchasers of U.S. goods and services, and provides credit insurance against non-payment of foreign buyers for political or commercial risk. The bank emphasizes exports to developing countries, counters trade subsidies of other governments, stimulates small business transactions, promotes the export of environmentally beneficial goods and services, and works to expand project finance capabilities.

This presentation is part of a program series offered by the Tri-State World Trade Council that seeks to encourage international trade with firms from this area. Meetings provide an opportunity to learn from the experiences of others and network with those who share an interest in the global marketplace. The council is an affiliate of USI Extended Services. For more information about the World Trade Council, call **Mr. Timothy Mahoney**, coordinator of Southern Indiana Labor-Management Forum, at 464-1947.

Luncheon cost is \$8.50 by August 17; \$10 at the door. Reservations may be made by calling 464-1864 or e-mail: extserv@usi.edu.



Names in the news

Mr. David A. Bower, associate director of Development who directs the planned giving program, has received the professional designation of Certified Fund Raising Executive (CFRE) from the CFRE Professional Certification Board. He met a series of standards set by the CFRE Board which include tenure in the profession, education, professional achievements, and completion of a written examination. The CFRE Professional Certification Program is an independent program conducted in cooperation with leading philanthropic associations.

Welcome:



Mr. Adam Rock has accepted the position of grounds keeper in the Physical Plant. He was previously employed by the Village of Norris City. Mr. Rock resides in Norris City, Illinois.

The University community welcomes **Ms. Kathy A. Thurston** as senior program assistant in Extended Services. She was manager of accounts and human resources for Hazelton Industries in Princeton. Ms. Thurston resides in Owensville with husband Daniel.



In gratitude:

On behalf of the Office of Student Development Programs, I want to express my sincere appreciation to the University community for contributing to the success of Connections I: Freshman Registration and Parent Orientation. It was with your cooperation, assistance, and support that we were able to provide the newest members of our community not only with information, materials, and resources, but also with individual attention, personal contact, and genuine care. Thank you and we look forward to working with you again in the future. - **Tamara Kelso**

continued from page 1

minal Studies, directed by **Dr. Donald Pitzer**, professor of history, has what is perhaps the world's best collection of materials pertaining to the study of communal life.

At the center and back of the building is a two-story glass atrium and an outdoor patio overlooking Reflection Lake. In this area, when they are not distracted by the view, students may read or gather in small groups before, between, or after classes.

The fourth story contains offices for the dean and associate dean, management offices for Southern Indiana Theatres, and 79 offices for faculty and department chairs. Two conference rooms and office space for adjunct faculty complete the arrangements on this floor. The Art Department will remain in the Technology Center and in the newly constructed Art Studio south of the Technology Center. The remaining seven departments of the School of Liberal Arts will reside in the new building. English faculty offices will occupy virtually all the northwest quadrant of the top floor.

The Liberal Arts Center will be open on Monday, August 23. Until then, as many as 23 people will move into offices per day and construction will continue in certain areas. University employees are asked not to visit the Center until all the activity is complete to avoid additional confusion and possible injury.

Fall faculty and administrative staff meeting

As part of the fall meeting on Monday, August 23, faculty and administrative staff are encouraged to attend an educational session designed to alleviate difficulties during the semester. Classes are either 45 or 90 minutes in length and are offered before and after lunch. Ninety minute sessions are offered from 10:15 p.m. to 11:45 p.m. or 1:15 p.m. to 2:45 p.m. Forty-five minutes sessions are offered from (1) 10:15 a.m. to 11 a.m., (2) 11:10 a.m. to 11:55 a.m., and 1:15 p.m. to 2 p.m. Registration is limited.

This DOES Compute-and So Will You:

Computer courses in Outlook, Windows, and MSWord are also offered on a recurring basis throughout the semester.

Windows 98/NT - make the transition from Windows 3.1 or DOS to the operating system on your desktop. Learn things you can do with the right mouse button, and tips for organizing your data files. 90 minutes, a.m. only.

Word 97 - learn a few simple formatting differences from the word processing program you are used to. This course focuses on margins, tabs, hanging indent, styles, fonts, simple tables, hyphenation, and using newspaper-style columns. 90 minutes, a.m. and p.m.

Outlook - techniques for getting the most out of the e-mail, calendar, contacts, and tasks functions of Microsoft Outlook. 90 minutes, a.m. and p.m.

Excel in the Classroom - an introduction to Microsoft Excel for the novice and those making the transition from Lotus. Learn Excel spreadsheet basics, and how to create and manage electronic grade books. 90 minutes, a.m.

Excel as an Advanced Grade Management Tool - Filtering data allows you to extract items of specific interest from a large spreadsheet data base, while the subtotal feature allows you to subtotal components of the data base without altering the original data. A sample application would be using a filter to identify all juniors and all seniors enrolled in your course; using subtotal would allow you to calculate and compare their average grades. Includes information on importing class rosters from SIS. 45 minutes, p.m.

Classroom Concerns and Administrative Alternatives Pedagogical, Ethical, and Legal Issues in Grading - Dr.

Joseph Palladino, professor of psychology, will examine the interface of pedagogical, ethical, and legal issues in determining course requirements and assigning grades. The presentation reviews key aspects of a syllabus, outlines policies faculty members have found useful, offers methods for resolving grade disputes, and describes relevant legal cases. 45 minutes, a.m. (1).

Only the Best for USI - through the Jeopardy format, this fun session introduces and tests your knowledge of the legal responsibilities of those involved in the hiring process, USI policies governing hiring, immigration issues, and how faculty and administrative personnel can help USI attract and select the best employees. 90 minutes, p.m.

How to Do Program Review - for academic department chairs and others responsible for academic program review in 1999-2000. Topics will include the purpose of academic program review, the process of evaluation report preparation, and discussion of how review results will be used. Departments scheduled for review this year are: Occupational Therapy, Respiratory Therapy, Geology, Political Science,

Sociology, Foreign Languages, and the Master of Arts in Liberal Studies. 45 minutes, p.m.

Maintaining Balance in Classroom and Office - Rebecca Luzio, Ph.D. in clinical psychology, will raise your awareness of rising tension, give you appropriate responses to a developing crisis, and help you learn to defuse tense situations before violence occurs. 90 minutes, a.m.

There's Money Out There Somewhere - search the Internet for faculty project funding. Focus will be on the IRIS database, with exploration of CFDA, FEDIX, and federal and state agency sites. 45 minutes, a.m. (1).

Now That I Know Where the Money Is, How Do I Get It? - an overview of how to write a grant proposal using as a model the newly revised guidelines for the Teaching Excellence Award (TEA) of USI's Center for Teaching and Learning Excellence. The deadline for TEA proposals is October 15, 1999. 45 minutes, a.m. (2).

To Boldly Go - New Tools, Tricks and Techniques - Connect @ www.usi.edu/library. Rice Library has a web-based online catalog, offers remote access databases, and Internet connections to an array of resources. Get hands-on experience in effective use of these resources and more. 45 minutes, a.m. (2) and p.m.

Adding an Online Element to your Course - CourseInfo is interactive online software designed to help faculty support traditional and distance education courses with such tools as threaded discussions, email messaging systems, chat, collaborative work groups, and more. Classes are hosted on Blackboard's (creator of CourseInfo) server and can be accessed 24-7 via a web browser. There is a licensing charge of \$100 per course for CourseInfo; training is free. 90 minutes, p.m.

DARS (Degree Audit Reporting System) - a tremendous time-saver for faculty and students, allowing constant tracking of academic progress. Learn how to use DARS now and how web access implementation (within the coming year) will make it even better. 45 minutes, a.m. (1) and p.m.

Making the Transition to Distance Education - is your course on the web? Should it be? This year, there will be more than 1,100 distance education enrollments at USI, with most of those students learning at their computers. Learn how to transform your course for web-based delivery, and whether CD-ROM or videotape alternatives make more sense for you. 45 minutes, a.m. (2).

Let IT Do the Work - IT is Instructional Technology, and IT has greater capabilities than ever before. **Mr. Dana Willett**, instructional technology production manager, will tell you what's available and how you can use it to make your classes more exciting for your students. 45 minutes, p.m.

But What Have I Done for ME Lately?

Financial and Retirement Strategies for the New Millennium - financial professional John Schutz will discuss examining your present finances, how to determine the income you will need in retirement, and how to realize your retirement goals. 90 minutes, a.m.

How to Have a More Livable Body - simple, easy, take-them-anywhere stress management techniques, adapted by Ms. Jann Thomas from her "Lunch Escapes" program. Learn how quieting your mind can benefit your body and make it healthier and happier. 90 minutes, a.m.

It's a Jungle Out There - Slashing Through the Benefits/Payroll Tangle - **Ms. Debbie Fleck**, assistant director of Human Resources, and **Ms. Julia Yancey**, manager of payroll, will discuss FICA, FMLA, FLSA, MQFE, and more. 90 minutes, p.m.

Yes, You Are a Great Teacher - Now Tell the World - **Dr. Jerry Cain**, dean of the Pott School of Science and Engineering, will explain how to best document teaching accomplishments for reappointment, tenure, and promotion evaluations. 45 minutes, a.m. (2).

F A N Y I

Quiet time:

Because of potential Y2K problems, everything on campus will be shut down between December 30 and January 3. The Office of Special Events will not schedule any events on campus during these dates.

August Scots festival:

Scots in Harmony, a family festival celebrating New Harmony's historical links with Scotland, will be held from 9 a.m. to 6 p.m. on Saturday, August 7, and from 11 a.m. to 5 p.m. on Sunday, August 8, on the grounds of the Athenaeum in New Harmony. Special events are planned for both days. A Ceilidh, a Scottish party with live entertainment, will be held at 7:30 p.m. on Saturday at Thrall's Opera House. Admission is \$10 per person and there will be a cash bar and snacks available. Dress is Highland daywear or casual. Guests must be 21 to attend the Ceilidh. Two proper Scottish teas will be held on Sunday at 1:30 p.m. and 3 p.m. Admission is \$20 in advance and \$22 at the door. Seating is limited.

General admission is \$5 per person per day, which includes entry to all field events, the pub tent, and live performances. Food, drink, Scottish tea, and Ceilidh carry an additional charge. Children 12 and under are free.

New Harmony Gallery to feature Indiana sculptor:

An exhibition by Indianapolis sculptor Eric Nordgulen will open at the New Harmony Gallery of Contemporary Art on Sunday, August 8. A public reception for the artist will be held from 5 p.m. to 7 p.m. on Saturday, August 7, at the gallery. Mr. Nordgulen will present a public slide lecture about his work at 7 p.m. on Thursday, September 16, in Carter Hall of the University Center.

Report from the Office of the Vice President for Academic Affairs

The Indiana Commission for Higher Education advised by letter dated July 23, 1999, that the Commission staff has accepted, through routine staff action, USI's request to change its B.A./B.S. in communications program from one program with several areas of emphasis to five separate majors or degree programs. The five programs are

B.A./B.S. in interpersonal-organizational communication
B.A./B.S. in journalism and computer publishing
B.A./B.S. in public relations and advertising
B.A./B.S. in radio and television
B.A./B.S. in theatre arts

The implementation date for these programs is fall 1999.

The Graduate Council approved the following petition at its July 27 meeting.

Graduate Experimental Course

SPAN 590X Topics in Spanish - 3 hrs., fall 1999 implementation.

M A R K E T P L A C E

For sale

9217 Farmington Drive - west of USI off McDowell Road, 3 bedrooms, 2 bathrooms, basement, \$160,000. Call 985-2594.

1988 Mazda 929 - 135K, fully loaded and powered, looks and runs good, \$2,000, obo. 858-2941.

Boats - 12-foot jon boat with oars; 12-foot sailboat. Call 985-2046.

CTZ EXBOOK Laptop - 133MHZ, 1.2 Gig HD, 16Mb Ram, 33.6K Modem, 256K Cache, Intrared printer capability, CD-ROM, lithium battery, Windows 95, Office 97, Lotus Smart Suite, Winzip 6.2, MI Explorer and Netscape Communicator 4.05, Norton Anti-Virus and Crash Guard, transferable warranty through 5-18-2001. Comes with deluxe executive computer carrying case, \$1,200. HP DeskJet 672C color printer with a 6' printer cable, \$100. Call Carolyn at extension 1743 or 421-0536 after 6 p.m.

Sleeper sofa - excellent condition, beige/navy muted stripe, makes into double bed, \$250. Call Carolyn extension 1743 or 421-0536 after 6 p.m.

Group yard sale - 7 a.m. Saturday, August 7. Antiques, extensive record collection (lp and 45), child's desk, kitchen items, 818 E. Church in New Harmony.

Pro-Form Air Walker Precision Resistance Exerciser - like new, \$100. Contact Donna Laymon by email or call ext. 1782.

Want to buy

Women's right-handed golf clubs and men's left-handed golf clubs, call Carrie after 5 p.m. at 428-2123 or email chazelip@usi.edu.

For rent

Upstairs apartment - 3 bedroom, 1 bathroom, spacious, separate entrance, one-car garage, washer and dryer, newer appliances. Will rent to 1 - 3 persons, no smoking or pets allowed, UE area, \$250 - \$480 per person including utilities, water, phone, and cable. Call Carrie at 428-2123 or email chazelip@usi.edu.

V A C A N C I E S

The following is a list of vacant positions available as of August 2, 1999. Additional information regarding current vacancies is located on the bulletin board outside the Human Resources office in the Wright Administration Building, the bulletin board located in the front lobby of the Wright Administration Building and on the USI Job Line (812/465-7117), or visit our web site at www.usi.edu/hr. The University of Southern Indiana is subject to the requirements of Executive Order 11246 and is an Affirmative Action Employer. Interested individuals should contact the Human Resources office, Wright Administration Building, FWA 166, 812/464-1844. When applying for a position, please use the reference number.

TEMPORARY

Call-in Clerks - H9027 - Library Services - open: 7/25/99 - deadline: 8/6/99 - G001/\$6.50

FACULTY/ADMINISTRATIVE

Assistant Women's Basketball Coach - A9015 - Athletics - open: 7/9/99 - deadline: 8/9/99.

Options Advisor - A9016 - University Division - open: 7/26/99 - deadline: 8/24/99.

Special Projects Director - A9017 - School of Nursing and Health Professions - open: 7/26/99 - deadline: 8/24/99.

Assistant Professor in Electrical Engineering Technology - F9026 - School of Science and Engineering Technology - open: 7/19/1999 - deadline: 8/17/99.

Assistant Professor of Finance - F9027 - School of Business - open: 7/2/99 - deadline: 9/30/99.

Instructor in Education - F9028 - School of Education and Human Services - open: 7/6/99 - deadline: 8/9/99.

Instructor in Education - F9029 - School of Education and Human Services - open: 7/6/99 - deadline: 8/9/99.

Instructor in Biology - F9030 - School of Science and Engineering Technology - open: 7/19/99 - deadline: 8/17/99.

Instructor in English - F9031 - School of Liberal Arts - open: 7/19/99 - deadline: 8/17/99.

Nursing Faculty - F9032 - School of Nursing and Health Professions - open: 7/26/99 - deadline: 8/24/99.

Blair Chair of Marketing Science - F9033 - School of Business - open: 7/26/99 - deadline: 8/24/99.

Assistant/Associate Professor of English - F9034 - School of Liberal Arts - open: 8/2/99 - deadline: 8/31/99.