

## **AMST Agenda**

**September 24, 2009**

- 1. Approval of minutes**
- 2. Update on MA search**
- 3. MA update**
- 4. Second reading of by-laws revisions**
- 5. Morocco faculty/student travel proposal—Nina Morgan**
- 6. American Studies in Practice draft schedule**
- 7. BCS update—Randy Patton**
- 8. American Studies in Practice—Catherine Lewis and Jennifer Dickey**

## AMERICAN STUDIES PROGRAM GOVERNANCE DOCUMENT

Approved by AMST 3/26/2009

Approved by Dean Richard Vengroff 4/6/2009

PROPOSED REVISIONS 18 August 2009

Revised 24 August 2009

1<sup>st</sup> reading 27 August 2009

### Changes to Governance Structure:

Changes to the Governance Structure may be made with the approval of a majority of the formally affiliated AS Teaching Faculty.

### AS Teaching Faculty:

AS Teaching Faculty are those permanent, tenure-track faculty members that (1) have affiliated with the program as teaching faculty through a written form supplied by the program (2) are scheduled or planning to teach American Studies (AMST) courses at least once every two years, or (3) will support curriculum development and other programmatic decision making as is normally expected by program teaching faculty.

### AS Election process:

- AS Teaching Faculty are entitled to vote in elections.
- The Elections Coordinator will be selected by a majority vote of those attending the AS Program meeting convened for the nomination for the elective offices of the AS. The elections coordinator can be any faculty member who is not seeking elective office in AS.
- Nominations are submitted to the Elections Coordinator. Self-nominations are accepted.
- The Elections Coordinator will submit a ballot to a staff person designated by the dean's office.
- The designated staff person will send out the ballots to the AS Teaching Faculty as attachments to an e-mail, will receive the completed ballots and will compile the results. Election will be based on a simple (relative) majority of those voting.
- The HSS dean (or designated appointee) will announce the results.

### Administrative Positions and Responsibilities:

Coordinator of the American Studies Program

Coordinates the AS program budget (in cooperation with CRS Coordinator and the Director of the MA). Coordinates, plans for, and monitors the undergraduate AS program, including course enrollments, minors (currently enrolled, number of graduates, job placement), undergraduate AS course schedules (in cooperation with the CRS scheduling coordinator and the Director of the MA), long-term program planning and development, course and program advertising, student advising, and faculty evaluations and annual reviews (where appropriate). The Coordinator also manages the AS webpage, listserv and communication with program faculty; facilitates opportunities for faculty development in the AS program; prepares agendas and facilitates regular meetings of the program faculty; ensures management of governance processes (e.g., committee work, distribution of minutes, communications with the dean's office around program needs); supports special events and projects led by the program faculty (e.g., speaker series); provides written feedback for program faculty to include in their annual reviews; collaborates with chairs in primary-appointment departments to evaluate faculty with joint appointments; and represents the American Studies program in meetings of coordinators of the various Cultural and Regional Studies (CRS) programs. (Specific Teaching load and contract year negotiated with HSS Dean, with teaching load not to exceed 2/2 in any case and with compensation for summer work to be provided as appropriate.)

#### Director of the MA in American Studies

The Director of the MA in AS provides leadership for curriculum development and assessment of the graduate program and represents American Studies on the council of graduate program directors. The Director also manages the MA program budget, admissions process, advertising, student advising, recruitment, tracking of RPG rates and alumni placements, periodic program review, and the selection, assignment, and overall supervision of GRAs and TAs. The program director is responsible for tracking and supporting faculty and student work for the experiential learning requirement and the capstone experience in the MA program. The program director supervises the administrative associate assigned to the program and, in collaboration with that staff member, handles communications to potential students, students, alumni, and community partners. In cooperation with the American Studies coordinator and the schedule facilitator for Cultural and Regional Studies, the Director manages scheduling for graduate AS courses. Additionally, the Director promotes the interests of AS and interdisciplinarity in general within the college and across campus; develops long-term plans for the development of the graduate program; and promotes the mission and significance of American Studies on campus and in public life. (Teaching load and contract year negotiated with HSS Dean, with the expectation that these and related compensation points will be developed with careful attention paid to comparable patterns among other graduate program directors in the College of HSS.)

#### Joint responsibilities of the Coordinator of AS and Director of the MA

The Coordinator of AS and the Director of the MA work together to offer faculty development opportunities and public programming; realize the American Studies programs' mission and goals; expand global initiatives; foster ties with appropriate professional organizations (e.g., American Studies Association, Latin American Studies Association); develop priorities in hiring in conversation with AS faculty and help facilitate the work of search committees; support the mission and programming of the Cultural and Regional Studies program group; and liaison with the other CRS programs to promote course and program linkages and interdisciplinarity on campus.

### Terms for Coordinator of AS and Director of the MA

The Coordinator of AS serves a 3-year term, and may be re-elected for a second consecutive term. In the event that the Coordinator position becomes vacant before completion of a term, a member of the program faculty shall be elected to complete the unfinished term, serving as an interim.

The Director of the MA serves a five-year, renewable term. Renewal is contingent on a majority vote of qualified electors. A vote for renewal shall take place in the spring of the fourth year of a director's term. If the MA Director position is vacant, the program faculty will elect an interim director to serve until the hire is complete. The attached guidelines proscribe the search process. It is understood that internal candidates are not precluded from applying for the position.

### AS Meetings:

At least six (6) AS program meetings will be held during the academic year. Meeting minutes will be taken by a designated faculty member and subsequently distributed to the AS Teaching Faculty within ten (10) days of a program meeting. Meeting minutes will be posted to the AS program website.

AS Program Committees. To ensure a smoothly running program, it is expected that AS Teaching Faculty will actively serve on at least one program committee each year. Program faculty members have the opportunity to volunteer for committees each April/May for the following academic year. The AS Program Coordinator is responsible for balancing membership among the committees. The AS Program Coordinator may work with faculty members to establish ad-hoc committees to meet any needs not covered by the standing committees.

The AS curriculum committee is responsible for the development of the program mission statement and develops and modifies the undergraduate and graduate program curriculum. The committee chair is elected by the committee at the beginning of each academic year. The committee has the authority to periodically review the undergraduate and graduate program for effectiveness and suggest modifications.

Changes to the undergraduate curriculum are reviewed in the following order. Only after changes are approved may a proposal be submitted to the next level. All reviews are subject to two readings.

1. Curriculum committee
2. AS program faculty (i.e., committee of the whole)
3. Coordinator of AS

Changes to the graduate curriculum are reviewed in the following order. Only after changes are approved may a proposal be submitted to the next level. All reviews are subject to two readings.

1. Curriculum committee
2. AS program faculty (i.e., committee of the whole)
3. Director of the MA

#### 4. Coordinator of AS

Once approved by the AS Program Coordinator, curricular changes will follow the KSU approval process, starting with the HSS Curriculum Committee.

The AS personnel and faculty development committee coordinates faculty development programs (e.g., NEH grant proposals, CETL faculty learning community programs) and personnel issues (e.g., investigates and recommends hiring strategies for AS program). The AS personnel and faculty development committee also schedules the "AS in Practice" sessions for the monthly AS program meetings. The committee chair is elected by the working group at the beginning of each academic year.

The AS outreach committee coordinates advertising of the AS program to students and other programs and departments on campus. Activities include but are not limited to the development and distribution of: AS program materials (e.g., posters, flyers); development and upkeep of the program website; development and distribution of an AS course description list each semester. The committee chair is elected by the working group at the beginning of each academic year.

## Search Procedures for Tenure Track Faculty in American Studies

*18 August 2009 draft*

The following search procedures apply to the hiring of tenure track faculty in AS and when a national search is held for the Director of the MA in American Studies.

The American Studies Coordinator is responsible for assembling a search committee that reflects the range of fields in American Studies and the diversity of learners and scholars on the KSU campus. The coordinator, or his/her designee, will serve as search committee chair.

Program faculty and faculty from related centers and programs may serve as committee members.

The deliberations of a search committee are confidential and shall be treated as such.

The search committee is responsible for screening applications for the position(s) in question.

The search committee shall prepare a set of questions that will be utilized in all of the interviews for the position.

As part of its deliberations, the committee may choose to do phone interviews or interviews at professional conferences to help narrow the pool of candidates. All interviews – no matter when or where they occur -- shall have two or more faculty members present.

The committee shall select up to three candidates per advertised position to invite to campus.

The committee shall call at least two references for each candidate invited to campus. All notes from reference calls shall be placed in the candidate's file.

The committee shall decide the appropriate format for campus presentations (e.g., teaching a class, vision for the MA program, research talk) and provide that information to the candidate(s).

The search committee shall set up the candidate's schedule while on campus so that all interested faculty will have an opportunity to interact with the candidate. Care should be taken to arrange these events at a time when most

faculty members may attend and to alert faculty in all related centers and programs of the candidate's schedule (via email and/or hardcopy distribution of the schedule).

The search committee shall survey all who attend these events.

Giving consideration to the results of the surveys, faculty reactions to the candidate, as well as the search committee members' reactions to the candidates, the search committee shall rank the candidates the committee deems acceptable to hire. In cases where the Program Coordinator is not a member of the search committee, the search committee chair shall discuss the committee's decisions with the Program Coordinator before presenting the recommendation to the faculty.

The search committee chair shall present the search committee's recommendations (i.e., rankings) to the faculty either by email or in a called or regularly scheduled program meeting. The search committee shall consider faculty input and reconsider or affirm their ranking. The search committee shall forward their ranking to the Program Coordinator who will forward the list of candidates to the HSS Dean for approval.

## **American Studies in Practice**

Thursday, August 27, 2009 – Room EB274 – Dr. Randy Patton (need to reschedule)

Thursday, September 24, 2009 – Room EB274 – Dr. Jennifer Dickey and Dr. Catherine Lewis

Thursday, October 22, 2009 – Room EB274 – Dr. Alan Lebaron

Thursday, December 3, 2009 – Room EB274 – Dr. Ed Chan

Thursday, January 28, 2010 – Room EB268 – Hannah Harvey and Rosia Bobia

Thursday, February 25, 2010 – Room EB268 – Prof. Linda Stewart

Thursday, March 25, 2010 – Room EB268 – Teaching Forum (**need volunteers**)

Thursday, April 22, 2010 – Room EB268 - GRA presentations

### **Fall 2010**

August meeting: LeeAnn Lands

September meeting: Beth Giddings

October meeting: Linda Niemann

November meeting:

## AMST Meeting – August 27, 2009

**In Attendance:** Catherine Lewis, Susan Rouse, Beth Giddens, LeeAnn Lands, Emron Esplin, Ernesto Silva, Ken Maffitt, Tim Hedeem, Rosa Bobia, Dan Paraka, Ugena Whitlock, Ed Chan, Linda Neimann, Hannah Harvey, Jennifer Dickey, Jim Picuch, Don Fay, Cherie Miller, Hermina Glass-Avery, Dot Graham, Linda Stewart.

I. Susan Rouse opened the meeting at 12:30 by welcoming everyone back to AMST. Buffet lunch provided by the AMST Account with the KSU Foundation. Attendees introduced themselves.

Minutes from April were approved.

**II. MAST Update, L. Lands:** The full report was sent via email prior to the meeting. Lands highlighted the program growth and community building activities for MA students. Lands noted that Cherie was responsible for collating the information, handling registration and many other responsibilities.

*GRA program and projects.* L. Lands thanked those who supported the GRA program. She sent out a call for spring, noting there is only one slot left with tuition waiver and stipend. In order to apply for a GRA, professors must have graduate teaching status. The process for applying for graduate teaching status was discussed. Discussion ensued about graduate faculty status and scholarship expectations. L. Lands explained that assistance is available when applying for graduate faculty status.

**2010 MAST Study Abroad Offerings.** Several faculty have created study abroad opportunities for MA students: Drs. Esplin, LeBaron, Akinyemi, Lewis, Chan, Niemann, and Elledge. MAST will continue to seek ways to integrate students into existing study abroad programs.

E. Silva offered to include MA students in an upcoming study abroad program "The relationship of U.S. and Latin America."

Deadline for MAST applications is November 1, 2009.

L. Lands invited faculty to contact her about what classes they would like to teach.

*Committees and Committee Membership.* Capstone committee is checking on the status of the course.

*Search for MAST Director.* The Dean has approved the search. The ad has been composed. The search committee members are Susan (chair), E. Thompson, K. Maffitt, J. Barnett, and T. Hedeem.

Draft of advertisement for the Director, MA in American Studies. The description was read and discussed. K. Maffitt asked for clarification about program director lines. Some discussion about earlier, overlapping roles with coordinator and director lines.

S. Rouse shared the description of the Director of the MA in American Studies. R. Bobia asked about the language of the ad and the content of the description. Discussion ensued. These descriptions are posted on the AMST website and are available to applicants. Phrasing changes were made: "America in the World" to "Americas in transnational context." The altered phrase was added to the list of specializations as well.

B. Giddens moved to approve the ad. Ed Chan seconded the motion. Approved.

**III. AMST Revisions to the By-Laws.** First reading. S. Rouse highlighted the search process, drawing from procedures in English, History and Philosophy departments. She described the details of the 5-year term. R. Bobia asked about standardized questions and consistent number of members present at each interview. S. Rouse explained that the questions are standardized in line with university expectations. It was agreed that a sentence be added, requiring standardized questions at the interviews. L. Lands noted that faculty not currently affiliated with AMST, but who expressed an interest, could serve on the search committee. The by-laws will be on the I-drive. The first reading was approved.

**IV. Teaching Schedules.** S. Rouse has completed the summer schedule and will soon be contacting faculty about the fall schedule. T. Hedeem will balance these requests with other CRS course schedules. She is currently working to complete the two-year schedule.

**V. Spoken Word Event with E. Patrick Johnson.** H. Harvey thanked everyone for their help in bringing E. Patrick Johnson to campus on September 18, 19 to perform his book *Pouring Tea: Black Gay Men of the South Tell Their Stories*. He is the Director of Performance Studies at Northwestern University. He will be leading workshops on Friday and there is a reception at the Jolly Lodge on Sept. 19, after the performance. H. Harvey encourages everyone to bring students to observe the workshops, which are filling up quickly.

L. Lands announced H. Harvey that she is leaving KSU to return to her home and family farm. She will be missed! But she invited everyone for homemade jam. It's in the minutes, Hannah!

**VI. American Studies in Practice.** C. Lewis announced the AMST meeting work-in-practice line-up. March slot is for "teaching forum." The fall months are open, so please contact Catherine or sign up to present. Student presentations or GRA project presentations are encouraged.

**VII. Business, Culture, and Society Series (BCS).** S. Rouse noted that R. Patton, who is currently co-sponsoring the BCS series, will be sending an e-mail inviting faculty to participate.

**VIII. Additional Announcements.** E. Chan noted the Bollywood presentation is delayed. K. Maffitt announced the "Salsa" event highlighting globalization of Latin culture will be held on Thursday, September 17, 6:30 p.m. E. Esplin announced the Chair of the University of Graz will be here to talk on "Women and Ageing" from 12:30 – 1:50 on November 17. She will also be teaching in Ugena's class. D. Paraka announced speakers from "Year of Korea" who will be coming to campus.

Tim Wise will be on campus September 9, 12:30, in the University Rooms. AMST is a co-sponsor. Funds will be available for speakers who will appeal to multiple disciplines and programs. Swing Dancing event WWII American Culture on November 7, 2009.

**IX.** S. Rouse thanked everyone for contributing to the AMST account of the KSU Foundation account. Envelopes were distributed.

Discussion about attending the "Imagining America" Conference in New Orleans.

Meeting adjourned at 1:50 p.m.

Upcoming meeting schedule. All meetings will be held at 12:30 in EB 268.

9/24/09

10/22/09

12/3/09

1/28/10

2/25/10

3/25/10

4/22/10

Respectfully submitted,  
Linda Stewart  
Secretary