

GAZETTE

AUGUST 2009

This Gazette is a set of reports from the main administrative units of the College. They have been prepared by the vice presidents and deans and some other senior administrators as a way to summarize for the President, the faculty, the Board of Trustees and one another the main projects, issues and challenges for the coming year, and to introduce the new people and their roles in each area. What started as a set of documents for the Conference's own use has grown into this more widely distributed Gazette, which we hope you will find useful.

The College Conference, which meets twice a month, includes:

| | |
|---|---|
| President Doug Bennett | Associate Dean of Residence Life Kevin Schaudt |
| Provost Nelson Bingham | Associate Dean for Student Success Wendy Seligmann |
| Academic Dean and VP for Academic Affairs Greg Mahler | Associate VP for Annual Giving Kevin Klose |
| VP for Finance Dick Smith | Associate VP for Institutional Advancement Kim Tanner |
| VP for Institutional Advancement Jim McKey | Associate VP for Public Affairs Karen Roeper |
| VP for Community Relations Avis Stewart | Assistant VP for Business Operations Dana North |
| VP and Dean of Admissions and Financial Aid Jeff Rickey | Director of Admissions Nancy Sinex |
| VP and Dean of Student Development Cheryl Presley | Director of Athletics Frank Carr |
| Registrar and Associate Dean of the College Bonita Washington-Lacey | Director of Computing Services Tom Steffes |
| Associate Academic Dean Kari Kalve | Director of International Programs Patty Lamson |
| Associate Academic Dean for Program Development Alice Shrock | Director of Facilities Alan Bigger |
| Clerk of the Faculty John Howell | Director of Financial Aid Robert Arnold |
| Library Director and Coordinator of Information Services Scott Silverman | Controller Cathy Habschmidt |
| | Assistant to the President Kyla Pitts |

The Conference is not formally a decision-making body. It is rather a place where the main branches of the College's activities can share information, anticipate opportunities and difficulties, aid in smooth coordination with each other, and brainstorm about perspectives on issues of College-wide significance. Decisions are, however, owned by the administrator in the area being discussed or by the President. Thus, we intend the Conference to be a facilitative group, rather than a hurdle to be faced by anyone proposing change.

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Doug Bennett
President

New Faces and New Roles

Kyla Pitts '09 has taken up the responsibilities of Assistant to the President; she replaces Adam Putnam '07.

Key Agenda Items for the College

While there will be other important items for the college's agenda over the coming year (many of them outlined elsewhere in this Gazette), in discussions with College Conference, we have developed a list of these highest priority agenda items.

1. *Welcome new leadership.* This year we welcome two new senior leaders to Earlham: Cheryl Presley as V.P./Dean of Student Development, and Scott Silverman as Library Director and Coordinator of Information Services. We need to do all that we can to orient them in their new roles and to help them be effective.
2. *Address the Fiscal Challenge.* The Fiscal Challenge Task Force needs to complete its work in time for the October meeting of the Board of Trustees. This will give us a course to steer by over the next few years as we make our way through a serious global financial crisis.
3. *Reinvigorate admissions.* With the help of some consultants, we will work to strengthen our admissions process. We will especially look for ways to increase the size of the domestic applicant pool, to improve yield, and to lower our discount rate.
4. *Renew Principles and Practices.* This year we will review and renew Principles and Practices of the Earlham Community, an essential and fundamental statement of our expectations for one another. We last undertook this task in 2004-05
5. *Reinvigorate the Campaign.* We are in the midst of a comprehensive campaign that aims to raise \$60 million for the college. We made a public announcement of the campaign this past October, just as the global fiscal crisis was hitting with full fury. So far we have raised \$46 million, somewhat below where we had hoped to be at this point. This year we need to give fresh energy to the campaign.
6. *Undertake curricular strategic visioning.* The Faculty has committed itself to developing a curricular strategic vision to guide decision-making about the curriculum and about faculty appointments over the next several years. We've never formulated such a curricular strategic vision so this task will ask a great deal of each and every one of us.
7. *Refocus and strengthen the Wellness Program.* We have moved the Wellness Program so that it now is a part of Student Development. The challenge this year will be to envision a Wellness Program that is focused on all students, and to work on the closer coordination (or integration of) Wellness and Athletics.
8. *Promote better understanding of governance.* We will redouble our efforts to improve familiarity with the principles and practices that guide our decision-making processes and to comfortably (even joyfully) follow these principles and practices in the daily life of Earlham College.

Agenda Items for the Faculty

Prepared by John Howell, Clerk of the Faculty

Major Issues Considered by the Faculty Meeting in 2008-09

- Inclusion of Dean on Curricular Policy Committee
- Discussion of the “Which language” question
- Issues about dealing with dual career academic couples during hiring
- Report/Discussion of Fiscal Challenge Task Force
- Earlham Welfare — benefits
- Decrease in number of credits required outside division of the major
- Change in athletic conference membership
- Report from Diversity Progress Committee
- Discussion of guidelines for allocation or reallocation of open faculty positions
- Procedures for review of administrative faculty
- Discussion of upcoming capital campaign
- Student teach-in initiative

Issues Likely to Arise in Faculty Meeting during 2009-10

- Formulating a “Curricular Vision”
- Review revisions to *Principles and Practices*
- General education assessment
- Discussion of criteria for use of the Professional Development Fund
- “Five-Year Review” review
- Discussion of awarding “Global Engagement”
- Review/possible revision of parts of the *Faculty Handbook*
- Familiarization with emergency response planning
- More orientation to the **theheart** (portal)

Academic Affairs

Prepared by Greg Mahler, Academic Dean and Vice President for Academic Affairs

New Faces and New Roles

Following this page is information dealing with new and departing faculty at Earlham. The 2008-09 academic year was very successful in many respects, including our hiring a substantial number of new faculty, and we look forward to the 2009-10 academic year.

Key New Activities and New Programs for 2009-10

- At the end of last year the faculty committed to undertake an *academic strategic planning* exercise during the 2009-10 academic year to identify in broad and more focused ways their vision for the curriculum for the next many years. This is in response to the faculty's inability to answer the "Which languages will we teach at Earlham?" question from last year. We seek to develop some structures and plans for *how* to make decisions about *what* we will be teaching here at Earlham. The Board of Trustees expects regular reports on our progress in this activity, and it will be a top priority this year.
- We will continue to work on the development of our *Islamic Studies* initiative, both in terms of what we told The Mellon Foundation we would be doing and in terms of seeking new outside funding to support activity on campus.
- We will seek to improve the efficacy of the *Curricular Policy Committee* significantly. Too many issues are being held up in that body, and we need to have a more effective and efficient way for the faculty to exercise its guidance of the curriculum of the College.
- We will continue to actively work to monitor and adjust our financial activity so that we can operate within the financial resources available to us.
- We are delighted that Earlham College has been awarded a Ronald E. McNair Postbaccalaureate Achievement Program grant from the U.S. government. The grant, in excess of \$800,000 over four years, is to prepare low-income, first generation and underrepresented students for graduate study and to help them to enroll in, and succeed in, doctoral degree programs in a variety of disciplines, with a particular emphasis on mathematics and science. The Earlham program, to be led by Joann Quinones, will begin its activities on campus this fall.

Agenda for the Coming Year

- Work with the Curricular Policy Committee which needs to deal with core questions related to international studies, foreign language and other curricular concerns.
- Hire two tenure-track faculty in History.
- Continue to support the development of a sustainable program in Islamic Studies and actively pursue external funding sources for such a program.
- Engage in discussions about how much and in what ways we can expand support for faculty development and faculty research.

New Teaching and Administrative Faculty, 2009-10

| Last Name | First Name | Title |
|------------------|-------------------|--|
| Anderson | Christian | Visiting Assistant Professor of German |
| Carter | Hillary | Women's Soccer Intern |
| Castleberry | Jessica | Visiting Instructor of Biology |
| Eckert | Trish | Assistant Director of the Newlin Center |
| Fadem | Cynthia | Assistant Professor of Geoscience |
| Ferrari | Ludmilla | Visiting Assistant Instructor of Spanish |
| Furukawa | Susan | Teaching Fellow in Japanese |
| Gordan | Liz | Assistant Director of Annual Giving |
| Grimes-MacLellan | Dawn | Assistant Professor of Japanese Studies |
| Habeeb | Anan | Visiting Instructor in Arabic |
| Hellman | Kaela | Women's Volleyball Intern |
| Henninger | Katie | Campus Ministry Intern |
| Herd | Maria Teresa | Assistant Professor of Physics |
| Hurd | Sharonda | Women's Basketball Intern |
| Kammler | Teja | Field Hockey Intern |
| Kuroda | Natsumi | Language Fellow in Japanese |
| Larudee | Mehrene Emma | Visiting Associate Professor of Economics |
| McLemore | Lynn | Microcomputer Support Specialist |
| Miller | Aaron | Rabbinic Intern |
| Moyle | Matthew | Visiting Assistant Professor in French |
| Nelson | Erin | Program Associate, Japan Study |
| Pitts | Kyla | Assistant to the President |
| Presley | Cheryl | Dean of Student Development/Vice President |
| Rosenberg | Robert | Assistant Professor of Vertebrate Physiology |
| Roux | Chloe-Suzanne | Language Assistant of French |
| Schwaiger | Martina | Language Assistant in German |
| Seu | Kalani | Assistant Professor of Biochemistry |
| Shardo | Mike | Basketball Intern |
| Shrock | Amy | Adjunct Instructor, International Programs |
| Silverman | Scott | Library Director/Coordinator of Information Services |
| Smith | Christopher | Assistant Professor of Invertebrate Biology |
| Socey | Lynne Perkins | Visiting Assistant Professor of Theatre |
| Sutaria | Sejal | Assistant Professor of Post Colonial/Anglophone Literature |
| Traylor | Owen | Diplomat in Residence |
| Vergara Pedroza | Jonathan | Visiting Instructor of Spanish |
| Wanous | Kristina | Graduate Assistant in Computer Science |
| Winthrow | Pamela | Visiting Reference Librarian |

Departing Faculty Members as of Fall 2009

| Last Name | First Name | Reason |
|------------------|-------------------|----------------------------|
| Alverson | Chris | One-year position |
| Bigger | Alan | Resignation |
| Branson | Timothy | Resignation |
| Buskirk | Bill | Retirement |
| Caballero-Roca | Gloria | One-year position |
| Charboneau | Heather | Resignation |
| Childree | Randall | One-year position |
| Coalt | Bryan | Resignation |
| Gartner | Rachel | One-year position |
| Grimes | Stephen | One-year position |
| Hoffman | Marcelo | One-year position-Visiting |
| Kauffman | Krista | One-year position |
| Kirk | Tom | Retirement |
| Lewis | Christina | One year position |
| Matlack | David | One year position |
| McNish | Deb | Retirement |
| Mullin | Jennifer | One year position |
| Putnam | Adam | Graduate School |
| Sanos | Sandrine | Resignation |
| Sato | Kumiko | Not renewed |
| Schlichte | Jacqueline | Resignation |
| Schmidt | Paul | One-year position |
| Schwendener-Holt | Mary | Resignation |
| Thiedeman | Michael | Retirement |
| Tsilavo | Raharrmahefa | One-year position |
| Watters | Jessa | One-year position |
| Yankaskas | Lynda | One-year position |
| Yousef | Saleh | One-year position |

Faculty Returning Fall 2009

| | | |
|----------|----------|----------------------|
| Streepey | Margaret | Returning from leave |
|----------|----------|----------------------|

Faculty with New or Revised Responsibilities Fall 2009

| | | |
|----------------|----------|---|
| Birkel | Michael | Additional - Director of Newlin Center |
| Bower | Marya | Additional - Director Women's Studies |
| Dimick Eastman | Rebekah | New - Visiting Instructor of Biology |
| Eckert | Patricia | New - Assistant Director of Newlin Center |
| Peterson | Trayce | New - Director of Multicultural Affairs |

Faculty Returning from Sabbaticals and Off Campus Programs in Spring 2009

| Last Name | First Name | Assignment |
|------------------|-------------------|-------------------|
| Buskirk | Bill | New Zealand |
| Heiny | Steve | Sabbatical |
| Hess | Scott | Sabbatical |
| Milar | Kathy | England |
| Shrock | Alice | Sabbatical |
| Shrock | Randall | Sabbatical |
| Smith | Brent | Sabbatical |
| Swafford | Chris | Spain |
| Taylor | Nancy | Sabbatical |

Faculty on Sabbaticals and Off Campus Programs in Fall 2009

| | | |
|--------|---------|-----------------------|
| Baker | Neal | France Program |
| Hall | Welling | Sabbatical |
| Kuriya | Yasumi | SICE Japanese Program |
| Lacey | Mary | Sabbatical |
| Miles | Kevin | Sabbatical |
| Sagna | Karim | Sabbatical |
| Stahl | Aletha | France Program |
| Stroeh | David | Germany Program |
| Taylor | Kathy | Mexico Program |

Faculty on Sabbaticals and Off Campus Programs in Fall 2010

| | | |
|---------------|----------|---------------------|
| Bistline | Walt | England Program |
| Blair | Peter | New Zealand Program |
| Hall | Welling | Sabbatical |
| Hampton | Margaret | Sabbatical |
| Lacey | Mary | Sabbatical |
| Lautzenheiser | Mark | Sabbatical |
| Logan | James | Sabbatical |
| Swafford | Chris | Sabbatical |
| Tobey | Forrest | Sabbatical |

Curriculum

Prepared by Kari Kalve, Associate Academic Dean and
Alice Shrock, Associate Academic Dean for Program Development

New Activities and Programs

The Assessment Committee will be pioneering our General Education Learning Goal Assessment project funded by the Teagle Grant. Three students and two faculty researched assessment methods and 14 more faculty reviewed that research and planned assessment projects for three of the General Education goals. These assessment projects will be carried out this fall.

Agenda Items for the Coming Year

- The General Education Review Committee will present its findings from the 2008-09 assessment process. Before results are finalized, Kari Kalve hopes to discuss faculty perceptions of the General Education System with individual faculty members. If I haven't come to you and you have opinions to share, please email me and I'll come by.
- The Curricular Policy Committee (CPC) agenda will be dominated by Curriculum Vision Planning.
- Earlham will continue to extend the presence of Islamic Studies in our curriculum. Our efforts will be substantially enhanced by the recent (April, 2009) grant, *Exposing "The Heartland" to the Contemporary Near East: A Faculty Seminar in Islamic Society and Culture*, that will support faculty development.
- Planning is well underway for a three-week faculty development trip to China that will take place in May/June 2010. Eleven Earlham Faculty, drawn from all four academic divisions, will travel to various cities in China in order to gain experience that will support the inclusion of material about China in courses across the curriculum. This trip, and additional support for course development, has been made possible by a generous gift from Earlham alumni Gerry and Gloria Cooper of Alexandria, Virginia.
- We will continue our initiatives to improve student awareness and applications for post-baccalaureate fellowships. We will also work on expanding and strengthening our faculty liaison system.
- The Professional Development Fund (PDF) Committee will lead some faculty discussion to create some guidelines for selecting among PDF requests.
- The year 2010 marks the twenty-fifth birthday of the Ford-Knight Program. We are planning to produce a publication, suitable for Admissions use, highlighting the accomplishments of the program.

As always, both Associate Academic Deans welcome suggestions, including suggestions for grants that the College should be pursuing.

Important Reminders

- Ford-Knight Application Deadlines: We will continue to follow our system of "first Wednesdays."
 - Due on the first Wednesday of November (Nov. 4): Preliminary proposals, or a brief "declaration of intent to apply."
 - Due on the first Wednesday of December (Dec. 2): Final proposals.
- Application guidelines are on the Earlham Web Site and are also available from Cheri Gaddis (cherig, ex. 1525). Applicants are encouraged to talk with Alice or a FK Committee member (Corinne Deibel, Kari Kalve, Patty Lamson, Scott Silverman) before submitting a proposal.

Ford/Knight Funded Projects 2009-10

Seventeen projects, involving 19 faculty, will be offered this academic year.

| Name | Title | Semester |
|--|--|-----------|
| Angell, Stephen (ESR) | African-American Churches in Wayne County | Fall |
| Bandy, Annie (French) | The Forgotten Faces of Creoleness: A Comparative Research of East Indian and Chinese Immigration in the French West Indies | Spring |
| Birkel, Michael (Religion) | Screening Islam | Fall |
| Clark, Len (Emeritus, Philosophy) | The Spirit and Practice of Consensus-Seeking | Fall |
| Cornide, Ana (Spanish) | Negotiating Identities: Latino and Latin American Performance | Spring |
| Deibel, Mike (Chemistry) | Extraction, Separation and Characterization of Bioactive Compounds in Natural Products | May 2010 |
| Eastman, Nate and White, Mickey (English, Theater) | Othello: From Page to Stage | Year-long |
| Graves, Dan (Music) | Live Music in Richmond: Musicians and Venues | Spring |
| Hamm, Tom (History) | The Strange Case of Charles F. Coffin | Fall |
| Hampton, Margaret (German) | Islam in Germany | Fall |
| Heiny, Steve (Classics) | Sophocles' <i>Philoctetes</i> and Its Reception (Unpacking the Baggage) | Spring |
| Kakutani, Akiko and Kuriya, Yasumi (Japanese) | Japanese Food and Its Dietary Education, <i>shokuiku</i> | Spring |
| Kirk, Tom (Emeritus, Library) | History of Earlham College Library Service | Spring |
| Pardhanani, Anand (Math) | Spots, Stripes, Spirals and More: An Exploration of Pattern Formation in Nature | Spring |
| Snyder, Monteze (Management) | Organizations for Activists: An Online Resource for Understanding Formal Organization and Context | Fall |
| Stroeh, David (German) | Post-1989 German Literature and Film | Spring |
| Watson, Lori (Chemistry) | Chemistry of Food Preparation and Preservation: Use of Powder XRD, ATR-FTIR, NMR, CD and Calorimetry in Food Science | Spring |

Academic Enrichment Center

Prepared by Donna Keesling, Director, Academic Enrichment Center

New Activities and Programs

The Academic Enrichment Center has made a small change to its name and a momentous change with the re-location of its office to the lower level of Lilly Library. The new location lends itself to assisting students while they are studying.

Important Reminders

- Please contact AEC if you want to recommend tutors for one-on-one sessions or if you want to provide drop-in tutoring for a course.
- All new students will receive a semester wall calendar from AEC in their New Student Orientation packet. The concise calendar contains important semester deadlines and events of The College, and it is a tangible way to demonstrate how fast the semester will progress. Please encourage your first-year advisees to use the calendar to note their course deadlines. Additional calendars are available on the AEC brochure rack, lower level of Lilly Library.
- Summer Writing Intensive opened on Sunday, July 26, and closed on Friday, August 14. Ferit Güven and Mary Lacey were this year's teaching faculty. The student tutors were Haven Barros, Monica Black, Kourtney King, Chris Owens, Stephanie Scheurich, Chrissy Sollenberger, Will Vincent and Jay Zevin. The student administrators were Brian Buesing and Taf Chihanga. We are pleased to report that all 24 first-year students successfully completed the program.
- As a way to encourage students with disabilities to speak with you about using their classroom accommodations for your classes, please consider adding a disability statement to your syllabi. A sample disability statement is below. You might want to consider adding a sentence about when you want to have these conversations, e.g., during your office hours, if the timing of the conversations is important to you.

“Any student with a documented disability (e.g., physical, learning, psychiatric, visual, hearing, etc.) who needs to arrange reasonable, classroom accommodations must contact the instructor and the Academic Enrichment Center at the beginning of each semester.”

Writing Center

Prepared by Jan Sims, Director, Writing Center

New Activities and Programs

The Writing Center has relocated in the basement of Lilly Library. We will also be having some Writing Center sessions in the Wildman Library.

Important Reminder

- Please encourage all students to attend the Writing Center with drafts of essays at any stage of development or skill. It's a good idea to give students an incentive for visiting the Writing Center, such as an extra day to complete an essay or an extra credit point.
- Consider adding a statement such as this to your syllabus:
“Want to improve your writing? Check out the Writing Center, Sun.-Thur., 8-11 p.m. in the basement of Lilly Library (the ‘Sandbox’). The Writing Center is a student-to-student resource for getting experienced peer feedback on your essays. Writing Consultants work with you at any stage of the writing process, from brainstorming about a topic and refining your thesis to showing you how to proofread a final draft. They can help you find ways to organize your thoughts, recognize patterns of grammatical errors, or experiment with varying your sentence styles. You can simply drop in or sign up in advance for an appointment. Keep an eye on the Writing Center Web page (www.earlham.edu/writingcenter) for *online sign-up* coming soon!
- Please contact Jan Sims (simsja) if you want to recommend tutors for the Writing Center.

International Programs Office

Prepared by Patty Lamson, Director of International Programs

New Faces and New Roles

Erin Nelson joined the Japan Study Office in the fall of 2008.

New Activities and Programs

With grants from the Mellon Foundation and Fulbright, we are working to develop and implement a spring 2010 off-campus program in Amman, Jordan. Kelley Lawson-Khalidi is taking the lead and Earlham alumnus Bruce Stanley has begun as Resident Director. Other components of these grants include faculty development projects, new course development and Arabic language instruction.

Both the Border Studies Program and the Mexico Program offered new spring semesters in 2009. Both were successful and will be offered in 2010.

Susan Furukawa has been hired as the postdoctoral fellow in Japanese Studies and will teach three courses a year. This position is funded by a grant from the Freeman Foundation, which supports projects related to Japan.

International Students Fall 2009-10

There are 70 new international students entering Earlham in fall 2009. Of these, 35 are United World College students and 14 are Japanese students enrolled in our TSA Program. These students come from 37 countries. For the first time we have students from East Timor, Kazakhstan, Slovenia and the first student from New Zealand since the 1960s.

Earlham Semester Programs for 2009-10

Fall Semester

France (Aletha Stahl, Neal Baker)
Germany/Austria (David Stroeh)
Japan Study (Gilberto Gomez from Wabash)
Mexico (Kathy Taylor)
SICE: Japan (Yasumi Kuriya)
South Asia (on-site director)
Tanzania (Charsey Cole Porse and Erik Porse)
China (CIEE)
Indianapolis Peace Institute
Newberry Library
New York Arts
Oak Ridge Science Semester
Philadelphia Center
Senegal

Spring Semester

Border Studies (Riley Merline)
England (Walt Bistline)
Jordan (Bruce Stanley on site)
Mexico (on-site)
New Zealand (Peter Blair)
Northern Ireland (Mervyn Love)
Spain (Chris Swafford)
China (CIEE)
Japan Study
New York Arts
Philadelphia Center
Senegal

Approved May Terms for Spring 2010

Climate Change in Europe (Thor Hogan)
Multicultural Berlin (Margaret Hampton, David Stroeh)
Classics in Greece (Steve Heiny, Michael White, Susan Wise)
Japanese Food and Dietary Education in Japan (Akiko Kakutani, Yasumi Kuriya)
Marine Biology in St. John Virgin Islands (Leslie Bishop)
The Menorcan Biosphere in Menorca (John Howell)
Intensive Spanish in Mexico (Howard and Patty Lamson)
Tropical Ecology in Peru (Bill Buskirk, Wendy Tori)
Wilderness Advanced Field Practicum (Wilderness Faculty)

Agenda for the Coming Year

The main agenda item in our area is to provide excellent international student and off-campus study student support and programming.

Important Reminders

- Faculty advisers of international students are reminded to be in touch with the International Programs office if any issues arise.
- Faculty who write letters of recommendations for students to participate on off-campus programs are reminded to be informative in what they write.
- Faculty who are interested in curricular development or other projects related to Japan should contact Gary DeCoker in the Institute for Education on Japan.

Registrar
Prepared by Bonita Washington-Lacey
Associate Dean of the College and Registrar

New Activities and Programs

1. Continued representation of the Academic Administration with implementing **theheart** (portal) and Self-Service Banner.
 - All incoming students will register using Self-Service Banner this fall.
 - All returning students will change their registration using Self-Service Banner.
 - We will introduce several new features of Self-Service Banner throughout the Fall Semester.
 - Faculty development workshops for **theheart** and Self-Service Banner will be offered throughout the fall.
2. Earlier engagement with department and program conveners regarding unit planning.
3. Continued faculty development with the first year courses — Earlham Seminars, Interpretive Practices and Comparative Practices.
4. Ongoing development and articulation of academic policies and opportunities for curricular development with Curricular Policy Committee.
5. Completion of Curriculum Advising Planning Program and the interface with Self-Service Banner are planned for this academic year.
6. Revised Academic Audit format for graduating seniors.
7. Delivery of the 2009-11 print version of the Curriculum Guide this fall. The Web version will be updated soon and available at www.earlham.edu/curriculum. Please note that the Web version will always be the most accurate description of the curriculum and academic policies.
8. The handbook titled “Academic Principles, Policies and Practices” is online at <http://www.earlham.edu/registrar/content/handbook/>.
9. A summer mailing directed parents’ attention to the Web site for the Academic Calendar and policies. Contact the Registrar’s Office for more information on any of the above listed items.

Agenda for the Coming Year

1. Support the continued assessment of the general education curriculum and preparation for the full review in 2010.
2. Develop and implement academic policies and protocols for student self-service, registration and advising.
3. Continued implementation of Self-Service Banner and **theheart** and building collaboration with the teaching and learning process.
4. Continued development of the Curriculum, Advising and Program Planning (CAPP) with Banner team.
5. Event Planning — the Awards Convocation, Friday, April 2, and Commencement, Saturday, May 8.

Important Reminders

- Monday, August 24 The Opening Convocation with Aleksander Hemon, author of *The Lazarus Project*, at 1:00 p.m. in Goddard Auditorium
Office closed for preparation for Enrollment/Confirmation
- Tuesday, August 25 Enrollment Confirmation for all students in Bolling Center
Quantitative Skills Assessment — given to all new students during Enrollment/Confirmation in Bolling Center, Room 105
- Wednesday, August 26 Classes begin!
- Tuesday, September 1 Registration and all enrollment changes due by 4:00 p.m. in Self-Service Banner

- Classes are in session on Monday, September 7 (Labor Day) and essential student service offices, as defined in the Faculty Handbook, are to remain open.
- All major forms from the Registrar's Office are now available on the Web at <http://www.earlham.edu/registrar/>.
- Any additional corrections to the Curriculum Guide should be submitted electronically to washibo by Monday, September 7.
- Faculty and students planning field trips should visit the "Statement on Approved Absences for Field Trips" policy approved by the Faculty Meeting: www.earlham.edu/policies/approvedabsences.html.
- Faculty and Students also should visit the policy on Academic Integrity at: <http://www.earlham.edu/policies/judicial/academic.html>.

Information Services

Prepared by Scott Silverman, Library Director and Coordinator of Information Services: Computing Services, Instructional Technology and Media, Libraries

New Faces and New Roles

- Scott Silverman — Library Director and Coordinator of Information Services.
- Pamela Withrow — Visiting Reference Librarian (replacing Neal Baker Fall 2009; x1355 from August 27).
- Lynn McLemore — Microcomputer Support Specialist.
- Media Technician replacing Marcelo Espinosa — search in progress August 2009.

New Activities and Programs

- Initiate new Library Director and Coordinator of Information Services to the ways of Earlham and Information Services.
- Introduce integrated e-mail/calendar collaboration suite (Zimbra).
- Roll out print management system.
- Expand scope of Community Documents project.
- Launch new library Web site.
- Implement Friends Collection and College Archives management system.

Agenda for the Coming Year

Information Services

- Raise campus engagement with information services concerns, communications and decisions.
- Continue coordination among Information Services staff to provide support in the use of information technology and resources.
- Review and advance plans for renovations of Information Services facilities.
- Work with faculty and students to develop information literacy and improve use of learning technologies.
- Implement interim repository for Community Documents and extend planning for Electronic Records Management system.
- Review policies and procedures regarding Earlham School of Religion and Bethany Theological Seminary's involvement with Information Services services and programs.
- Analyze 2009 Merged Information Services Organization (MISO) survey.
- Collaborate with Public Affairs in success of new Web Services structure.
- Build collaborations among Information Services and Web Services, Writing Center and Center for Academic Enrichment (particularly since the Centers moved to Lilly summer 2009).
- Conduct mid-year internal Information Services review; re(de)visе comprehensive unit plan December 2009-January 2010.

Computing Services

- Introduce Zimbra Collaboration Suite (e-mail, calendaring, document sharing, chat)
- Upgrade Banner to Version 8 over Thanksgiving Weekend.
- Provide backend technical support for **theheart** and Earlham Web site.
- Implement print management system to monitor printing usage campus-wide.
- Explore desktop virtualization technologies and lower cost computers.
- Implement guest wireless access.

- Begin replacement of standard laser printers with multi-function printers.
- Formalize a procedure for improving account maintenance on the Earlham network.
- Conduct a pilot campus wireless network to outdoor green spaces.
- Continue disaster recovery, business continuity and emergency preparedness plans.
- Initiate security and compliance assessment.
- Continue server replacements and expand virtual server technology.
- Explore open-source Web conferencing options to support Web-based synchronous classes.

Instructional Technology and Media

- Integrate new Media Technician into event, classroom and lab support roles.
- Begin conversion of Earlham tape-based materials to digital media.
- Continue work on collection policies for Earlham produced materials.
- Continue Moodle support and begin discussions on future directions.
- Review role of collaborative learning spaces (e.g. Earlham Learning Spaces).
- Support community use of National Institute for Technology and Liberal Education's (NITLE) videoconferencing software.
- Begin discussion of electronic portfolios.

Libraries

- Evaluate status of physical collections and continue transformation of print to online collections.
- Work with faculty to address information literacy needs of students.
- Evaluate redesigned Libraries' Web site.
- Complete assessments already underway and review assessment practices.
- Implement latest upgrades of the library's management systems.
- Implement Friends Collection and College Archives management system.

Important Reminders

These are the important contact people when you have questions about library and information technology.

- General policy issues (e.g. copyright, allocation of resources, "I'm stumped") —Scott Silverman, silvesc, x1360
- Computer support — helpdesk, x2000 (Randy Kouns, kounsra, x1279)
- Classroom technology support — x1314 (Wes Miller, wesm, x1278)
- Circulation:
 - Lilly — x1287
 - Wildman Science — x1245
- Moodle — Mark Pearson, markp, x2102
- Computer lab reservations — Mary Bogue, boguema, x1245
- Large format printing — Mary Bogue
- Lilly room reservations:
 - General: Jeanette Wilson, wilsoje, x1269.
 - Lilly Room 304: Circulation Desk, x1287 (Jeanie Lindsey, lindsje1, x1404)
- Library materials, reference, instruction — your liaison or Nancy Taylor, nancyt, x1290. Science Library, Sara Penhale, sarap, x1612.
- New/replacement computer equipment and software — Randy Kouns, kounsra, x1279

Web Services

Prepared by **Karen Roeper**, Associate Vice President for Public Affairs, and
Denise Crum, Associate Director of Computing Services

New Faces and New Roles

Reorganized for 2010, Web Services is no longer a separate department. The new administrative structure mirrors the fact that maintaining a successful Web presence requires both technical expertise and content development. The following team members, their supervisors and Scott Silverman, coordinator of information services, will meet frequently to coordinate Web services for the campus:

- Application Administrator and Web Developer **Brad Johnson-Stahlhut** now reports to Denise Crum, associate director of computing services. This move incorporates responsibilities for the technical aspects of Web development into Earlham Computing Services (ECS).
- Content Editor **David Knight** now reports to Karen Roeper, associate vice president for Public Affairs, which in turn makes Web content development a Public Affairs responsibility.
- **Ellen Blevens** adds Web Content Assistant to her role as Development Communications and Stewardship Coordinator; in this capacity Ellen reports to Karen. For about a third of her time, she will be concentrating on reworking content of departmental Web pages.

New Activities and Programs

- Implement the Cascade Server Content Management System (CMS), a major task. This will provide members of the campus community an easier avenue for updating their own Web pages and should result in many Web site improvements.
- Begin a phased reorganization of the College's academic and departmental Web pages into a uniform template. It is important for the elements of our Web site to employ a consistent style and logical organization. These updates will improve usability, consistency and maintenance of the pages, making them more up-to-date, informative and effective for our Web audiences.
- Develop a secure Intranet (a private computer network) for the Earlham community. This will enable members of the Earlham community to share information in a more secure environment.
- Develop training sessions and resource materials to assist the campus in using **theheart** and Self-Service Banner. Training sessions are planned for: using the Targeted Announcements feature, general introduction for end-users, and content providers.

Agenda for the Coming Year

- In all of our work, aim at ensuring that Earlham's Web site is an up-to-date, comprehensive resource for living, working, studying and participating in governance.
- Continue to provide Web site maintenance and infrastructure support.
- Continue to respond to requests for improvements to existing Web pages, for creation of new institutional pages and for assistance with the Web site. As pages are developed, they will be built with the CMS in mind.
- Create a Web Standards Guide for academic and departmental Web pages. These broad standards will provide the departments information and opportunities to be involved in the process of creating their Web pages.
- Initiate a multi-year project to improve academic and departmental Web pages. During each semester, we hope to complete five departmental sub-sites. At the conclusion of this process, each department will be able to update and maintain its own pages through the CMS.
- Continue to consider and respond to requests for adjustments to the Home page links and other Web redesign initiatives.
- Reinstall the Earlham College Web camera, located atop Earlham Hall.

Important Reminders

Please direct requests for assistance with Web page display, **theheart** or Self-Service Banner to helpdesk@earlham.edu.

Requests for assistance with Web page maintenance or new page development should be e-mailed to webeditor@earlham.edu.

Provost
Prepared by Nelson Bingham, Provost

New Faces and New Roles

During the past year, there have been changes in both Campus Ministries and the Newlin Center (see those reports). There are no other staffing/role changes in the Provost area.

Agenda for the Coming Year

In addition to items noted on other pages:

- Develop a new format for the Diversity Progress Report and work with the Diversity Progress Committee to more fully pursue its charge
- Develop and implement new admissions initiatives and collaborate in comprehensive review and re-visioning of admissions recruiting process
- Follow up on administrative faculty concerns (e.g. developing a system for administrative mentoring, faculty development for administrative faculty, work with Administrative Review Committee)
- Participate in efforts to strengthen community spirit and Quaker ethos at Earlham (e.g. governance, informal engagements)
- Work on transforming the relationship of Earlham to Indiana Yearly Meeting
- Complete revision of policy/procedures for information disclosure, including creation of the “Fact Book: Data and Details” in an online format
- Continue implementing emergency plan with a focus on the H1N1 flu
- Facilitate orientation of new administrative faculty and new trustees
- Manage post-grant continuation of selected Plowshares-related activities
- Develop a policy handbook for the Graduate Programs in Education, including specification of its relation to the undergraduate college
- Complete assessment of mental health support system and facilitate implementation of the recommendations of that report
- Seek progress on issue of smoking on campus
- Utilize College Conference as a means to define and discuss matters of broader institutional concern
- Implement transition of the Newlin Center to post-Lilly funding
- Work with administrative offices to develop business continuity plans

Office of Campus Ministries
Prepared by Kelly Burk, Director of Campus Ministries

New Faces and New Roles

Susan Wilson was hired in February 2009 to provide administrative help 15 hours per week, replacing Administrative Assistant Sue Kern who retired from Earlham in December.

Aaron Miller, a third-year student at Hebrew Union College in Cincinnati Ohio, has been hired as Campus Rabbinic Intern (10 hours per week). He replaces Rabbi Rachel Gartner who resigned from Earlham in May to pursue a full-time position.

Campus Ministries is pleased to once again to employ an Earlham School of Religion student. **Katie Henninger** will be fulfilling the Supervised Ministry requirement of her seminary degree by working 10 hours per week in the Campus Ministries office. She replaces Trish Eckert who served in this position last year.

New Activities and Programs

This fall, College Meeting for Worship will be shaped by a semester-long worship series on "Faith and Reason." The campus responded well last year to having a theme which gives focus and brings a sense of continuity to the weekly services. Services have been moved to Sundays at 1 p.m. for a trial run this year in response to feedback from students and faculty.

The Quiet Room in Stout Meetinghouse was refurbished this summer to make it a more comfortable and functional space for religious and spiritual groups on campus. Students will be invited to decorate the walls in early fall. We plan to invite the campus to a dedication of the Quiet Room later in the fall.

Two of the four religious theme houses have moved location so that all four (Quaker, Buddhist, Interfaith, and Jewish) will be within two blocks of each other beginning this fall. We are hoping to increase collaboration between the houses with events such as a progressive dinner.

Agenda for the Coming Year

We are continuing to collaborate with the Events Committee to bring "big name" religious speakers to campus. Faculty members in the Religion Department and at the Earlham School of Religion were asked to submit suggestions last year and several speakers from that list are now scheduled for campus visits.

Budget reductions are inviting our office to re-think several programs. We are simplifying the Religious Life Retreat, Faith and Values Luncheons, Faith Community event, and Religious Emphasis Week. We are confident that with some creativity, these will continue to be vibrant programs.

Institutional Research

Prepared by Mary Ann Weaver, Associate Director of Institutional Research

New Faces and New Roles

The Office of Institutional Research (IR) will continue to be under the direction of Nelson Bingham with Mary Ann Weaver serving as the primary administrator. A student research assistant will be hired to assist Mary Ann.

New Activities and Programs

Institutional Research will be instrumental in keeping the online "Factbook: Data and Details" updated continually as well as determining whether additional material should be added. The office also will assist with the diversity progress report. IR may be called on to help with the transition to the Heartland Athletics Conference and/or with the new admissions initiatives by providing appropriate data.

Agenda for the Coming Year

The Office of Institutional Research will continue to serve as a resource for senior administrators, College committees and administrative offices as well as outside constituents. The Cooperative Institutional Research Program (CIRP), Senior Survey and Admitted Student Questionnaire (ASQ) will be administered to students this year. Our schedule of recurring surveys may need to be adjusted since the Your First College Year (YFCY) will not be given this year due to budget cuts. The Integrated Postsecondary Education Data System (IPEDS) surveys will be completed in compliance with federal regulations and we will continue to participate in Higher Education Data Sharing (HEDS) Consortium surveys and the College Sports Project. We will also continue to track all entering cohorts for enrollment management purposes.

This year we will request graduate school information from the National Student Clearinghouse for all Earlham graduates from the Classes of 1997 through 2009. A Student Research Assistant will compare the data with the data we collected last year and prepare a summary report.

Agenda Items for 2009-10

- Administer the CIRP survey to new students; prepare summary report
- Continue participation in the College Sports Project
- Continue working with Public Affairs and Information Services to finalize the Factbook: Data and Details
- Update data in Factbook: Data and Details
- Provide data to Independent Colleges of Indiana through the Student Information
- System Annual Report and Fall Enrollment survey
- Prepare and publish the 2009 Common Data Set
- Participate in the following HEDS surveys and prepare summary reports of each
 - Faculty Salary Increase
 - Endowment
 - Admissions
 - Voluntary Support
 - Faculty Compensation
 - Starting Salaries
 - Strategic Indicators
 - Freshman Financial Aid
 - Graduation and Retention
 - Applications
 - Tuition and Fees

- FTEs and Student/Faculty Ratios
- Deposits
- Complete the IPEDS surveys in compliance with federal requirements
- Complete college guide questionnaires as directed
- Provide National Student Clearinghouse with a list of students who graduate in December and May
- Request graduate school information from the National Student Clearinghouse for all Earlham graduates from the Classes of 1997 through 2009
- Administer the HEDS Senior survey and prepare a summary report of responses
- Prepare a summary report of the Admitted Student Questionnaire which was given to all students who were admitted for fall 2009
- Administer the Admitted Student Questionnaire to all students admitted for fall 2010
- Provide graduation rates data to National Collegiate Athletic Association
- Prepare the annual report for the Higher Learning Commission
- Publish all Institutional Research reports on the IR Web site at www.earlham.edu/ir
- Continue to conduct retention studies on each entering cohort
- Update Ph.D. production based on baccalaureate origins from National Science Foundation (NSF)

Important Reminders

Check the IR Web site often for the latest research reports — www.earlham.edu/ir. Data published on this site may be useful for assessment purposes or in applying for grants.

Newlin Center for Quaker Thought and Practice

Prepared by Michael Birkel, Director

New Faces and New Roles

In a staffing re-organization in anticipation of the end of the Lilly Grant for Sustaining Theological Explorations of Vocation, **Michael Birkel** assumed the position of Director in January, 2009 (1/6-time). In May, 2009, **Trish Eckert**, ESR '09, was hired as Assistant Director (full-time), assuming much of the responsibility for day-to-day management and programming of the Newlin Center. Trayce Peterson, previously Director of the Newlin Center, has become Earlham's Director of Multicultural Affairs.

Activities and Programs

The following events will be held in Virginia Cottage:

- NSO Luncheon welcoming new students – Friday, August 21, 11:30 a.m.-1:00 p.m.
- Earlham Young Friends — Monday, August 31, 7 p.m. (First meeting for Earlham Young Friends, to discuss visioning and choosing day/time for regular gatherings)
- Afternoon tea for new and returning students, introduction of new Newlin Center staff — August 26, 4-5 p.m.
- Ice Cream Social with Campus Ministries — Tuesday, September 15, 3-5 p.m.
- “Fit for Freedom, Not for Friendship: Quakers, African Americans, and the Myth of Racial Justice” with Guest Speakers, Donna McDaniel and Vanessa Julye, Co-Sponsored by the Newlin Center and Multicultural Affairs — Sunday, September 20, 4:00 p.m. Stout Meetinghouse
- This semester's Friends Colloquium, a weekly one-credit course that meets at noon on Tuesdays, will consider George Fox's letters of spiritual nurture.

Agenda for the Coming Year

- Continue to be a place that aspires to nurture the spiritual lives of our students and faculty who are Quakers or who are interested in Quakerism or Quaker concerns.
- Provide support to the Earlham Young Friends, a Quaker student group, as well as to the students who reside at Quaker Living Learning House.
- Focus on outreach and programming opportunities designed to invigorate the student community and inspire interest and discussion about Quakerism, generating a more visible presence on campus.

Admissions

Prepared by Jeff Rickey, Vice President and Dean of Admissions and Financial Aid

New Faces and New Roles

Earlham's Admissions Office continues to be an anomaly in American higher education. We enter this year with no turnover of faculty and staff for the second year. Coupled with 5% turnover each of the previous three years the record is remarkable, considering the national average for private liberal arts colleges is 30% turnover per year. It is a testament to the quality and richness of the Earlham community and Admissions' commitment to our profession.

New Activities and Programs

In June, the Board of Trustees approved the possibility of a modest additional draw from the endowment to invest in new admissions initiatives to assist us in increasing applications and yield of domestic students, especially those with lower financial aid needs, within the constraints of existing facilities and staffing. Our continuing commitment to students from low and moderate income families has been quite successful. At the present time, we need to attract additional students with greater ability to pay in order to remain financially sound. As of this writing, we are close to identifying a consultant who will assist us in identifying new strategies. The recommendations will become part of a specific proposal to the Board at its October meeting.

This summer we implemented a new Web-based software system (Hobsons' EMT Connect) that will assist us in communicating more personally and fully with prospective students. Students who complete a short registration form on our Web site will enjoy the benefits of a personal Earlham "MyPage" that will communicate information of interest to them and encourage them to take actions towards Earlham. The system also prompts us to act, and generates custom e-mails and mailings. Banner will continue to be the authoritative and integral data depository.

In September we will host 40 high school counselors, primarily from the western U.S. With our colleagues from Butler, Indiana U., and Purdue, we are making Indiana a compelling stop on the counselor's way to our national conference in Baltimore. Many of the counselors are among the most influential in our profession, so this is a wonderful opportunity for us.

Last year Earlham moved to the Common Application (with an Earlham supplement) exclusively. This year we are suspending our application fee. We believe this move will result in more students (of all socio-economic backgrounds) being willing to consider us, providing us the opportunity to serve them and encourage their enrollment.

All of these efforts are important as the number of high school graduates begins a decline due to birthrates. And, while demographic shifts are occurring further reducing the number in the Midwest and Northeast, Earlham has insulated itself well by being a national (and international!) college and already drawing from those areas in the United States that will be experiencing growth (the South and West).

Agenda for the Coming Year

We will review and evaluate our standardized testing (SAT or ACT) requirement this year. I will ask the Admissions and Financial Aid Advisory Committee to make a recommendation to me.

Hobsons, the vendor that provides the EMT Connect system we are using in our communication to prospective students, is also the vendor for the on-line version of the Common Application. This year we will explore uploading the Common Application directly into Banner, saving hours of data entry and increasing accuracy.

We will review and begin implementing the recommendations of the consultants to attract and enroll larger numbers of full-pay and low-need students.

Important Reminders

Here are some important dates for this fall:

| | |
|---------------|---|
| September 21 | High School Counselor Visit |
| October 11/12 | Fall Preview Day |
| November 8/9 | Fall Preview Day |
| December 1 | Early Decision (binding) Application Deadline |

Please continue to be generous in allowing students to visit your classes and occasionally meet with you in special appointments. We appreciate your assistance in making prospective students' visits authentic, consistent and persuasive.

Student Financial Aid

Prepared by Bob Arnold, Director of Financial Aid

New Activities and Programs

Financial Aid Self Service is fully functional for currently enrolled students. While we will continue to re-evaluate and improve this software, all currently enrolled students can now review their aid application and aid awards at their convenience.

Our ability to report data to the National Student Clearinghouse, a non-profit agency that assists with our student loan and other programs has been greatly improved.

The Trustees approved a new Financial Aid Strategy.

Agenda for the Coming Year

Carrying forward from last year, the Financial Aid Office will re-evaluate roles and responsibilities for the Financial Aid staff. The addition over the last two years of new grant programs, new loan programs, and new opportunities to better use our available software, require us to look for the best division of labor within the office. And with Tammy now having a full year of financial aid experience, we can better move forward with this job.

We also need to develop a process to use Self Service Banner for accepted students.

Important Reminders

- In addition to determining what types of aid a student is eligible to receive, applying for and managing Federal funds, and managing state and Earlham aid funds, the Financial Aid Office has the responsibility to disburse financial aid funds (grants, scholarships, and loans) to student accounts. This represents over 8,000 annual transactions. One critical requirement for this to happen smoothly is students being registered for at least 12 hours of credit each semester, unless they are approved by the Registrar to be part-time. Please be certain each of your advisees is registered for at least 12 hours each semester.
- For those of you hiring student workers, please remember it is Earlham College's policy to hire students who are eligible for Federal College Work Study or other need-based employment. This year, lists of eligible students will be sent to campus employers frequently during the early part of fall semester. If the student is not on the list, then the student is either not eligible to work or has not completed tax papers. Please check the list as you are hiring students.

Community Relations

Avis Stewart, Vice President for Community Relations

Agenda for the Coming Year

The Office of Community Relations wants to continue to strengthen our relationships between Earlham and the local communities.

- Continue to strengthen Earlham's relationship with the local community and throughout the area. The Earlham Community Partnership Council and I will Co-chair the United Way Whitewater Valley Campaign for 2009. We will implement a more broad-based campaign to help support and strengthen our relationship with our neighbors in the Whitewater Valley.
- Continue to strengthen Earlham's relationship with the Wayne County Chamber of Commerce through service as the Chair-elect of the Chamber of Commerce Board through December of 2009; and, the Chair of the Chamber of Commerce Board beginning in January of 2010.
- Continue to strengthen relationships with city and county government, Tourism Bureau and organizations in the local community that work in the arts, education, environmental issues, economic development, social services, wellness, athletics and other activities that complement Earlham activities.
- Continue to work with the Community Partnership Council to help us find ways to better introduce and involve students and faculty into the surrounding community.
- Continue to provide the Earlham Forum Speaker series that allows Earlham faculty members and community leaders to share their insights with members of the Earlham community and people who reside in Richmond/Wayne County. This coming year the Forum will focus on Economic Development in Wayne County and Beyond. Doug Bennett, the President of the Wayne County Chamber of Commerce and the CEO of the Richmond/Wayne County Economic Development Corporation will be featured in this series.
- Continue to work with the local media to stress to Richmond/Wayne County that Earlham is "the national liberal arts college in their community" and that we are "enhancing lives in the local community."
- Continue to engage selected donors and prospective donors, especially those who grew up in the Richmond/Wayne County community.
- Continue to work with WECI students on the management of WECI.
- Continue to work with the Equestrian students on the management of the Equestrian Center.
- Continue discussion about ways in which to enhance the Guest Artist and Lecture Series and Convocations.
- Continue the distribution of the Wayne County Trail Map, Earlham Guide to Richmond books, and the Richmond Symphony Orchestra and Civic Hall complimentary tickets to the Earlham Community.

Important Reminders

- The Starr-Gennett Walk of Fame/Richmond Fall Festival Celebration will take place on Saturday, September 12 in the Richmond Gorge.
- Doug Bennett will kick-off the Earlham Forum series on Thursday, September 17.

Events

Prepared by Lynn Knight, Director of Events Coordination

Agenda for the Coming Year

- Continue to work closely with representatives from various offices and organizations (Student Development, Public Affairs, Instructional Media, Food Service, Maintenance, Housekeeping, Security, Student Activities, Student Government, Student Activities, students at large, Development, Multicultural Affairs, President's Office, and Community Relations) about ways to strengthen the campus's culture of events planning and arts management.
- Work with various departments on campus to create a more systematic approach to tracking the events held on the Earlham campus by outside organizations.
- Continue to provide general guidance and educate the campus on current guidelines, procedures and policies in the area of events: event planning, contract negotiations and payment procedures.
- Provide various instructional events workshops throughout the year and on hand instructional information pertaining to events planning.
- Continue to work on and update supportive publications for the programming and planning of events on campus.
- Continue to update and improve the content of the usher and backstage training workshops held in the fall and spring.
- Continue to work with the Events Committee to envision and design the pattern of major events, including Convocations and Artist and Lecture Series sponsored by Earlham.
- Continue to work with the Events Committee in seeking community-wide input on the public events produced on campus so that a variety of events are offered to meet varied curricular and social needs, as well as working closely with the Fine Arts faculty, Public Affairs Office and other groups responsible for particular events or with overall responsibilities for which public events are important.
- Continue to represent Earlham on a variety of cultural community and statewide boards and activities, such as the Creative Industries Task Force, Indiana Coalition for the Arts, Indiana Arts Foundation, Main Street Richmond, mentor at the Midwest Arts Conference, Whitewater Valley Arts Fusion, Center City Richmond, Civic Hall Performing Arts Association and the Mothers Bank.
- Work to enhance our relationship with various other organizations in the area to enhance the cultural activities in the area.
- Continue to serve as a resource to the community in the area of arts, culture and event planning.
- Continue to work closely with area arts organizations, public school systems and area not for profits in support of cultural activities produced in the area.

Important Reminders

- Convocation Lectures are held on alternate Wednesdays during the semester from 1:00 p.m. to 2:30 p.m. in Goddard Auditorium. No classes are held at this time and non-essential facilities are closed during the lecture.
- The Opening Academic Charles Endowed Convocation Lecture this year is part of the New Student common reading program. The Convo features Aleksandar Hemon speaks on creative writing on Sunday, August 23, at 4:00 p.m. and then on Monday, August 24, at the regular Convo timeslot of 1:00 p.m. he will be speaking on his book "The Lazarus Project."
- Another highlighted Convo for fall features Dr. Herman B. White '70, Senior Scientist; Elementary Particle Physicist, Fermi National Accelerator Laboratory. His talk is on "Smashing Atoms for a Living© and Why True Fundamental Research will Change your Life," Wednesday, October 7, 1:00 p.m.

- The Earlham Artist and Lecture Series is a ticketed Series of events featuring leading artists and scholars of our time. The Series is open to the public and underwritten in part by the Guest Artist and Lecture Series Endowment.
 - The first event of the Series is Huun Huur Tu” on Saturday, September 26, 7:30 p.m. Huun Huur Tu has emerged as the foremost international representative of Tuva’s remarkable musical culture.
 - The second event in the Series features The Classical Theatre of Harlem’s production of Samuel Beckett’s *Waiting on Godot*, Directed by Christopher McElroen on Saturday, October 10, 7:30 p.m. In this production by the Classical Theatre of Harlem, two tramps are waiting endlessly for a guy named Godot in New Orleans at a post-Katrina crossroads.
- For Earlham’s Artist and Lecture Series, one complimentary ticket is available for Earlham and Earlham School of Religion students, full-time and part-time employees, emeriti, as well as full time employees of the Earlham Dining Services and Earlham’s Housekeeping. The tickets for these events will be available at the Runyan Center Desk Monday – Friday from 9:00 a.m. to 4:00 p.m., one month prior to the event with an Earlham ID. The purchase of additional general admission tickets is also available at the Runyan Center Desk for cash or check only, charge card purchases are made through the Office of Events.
- All speakers and artists in the Convocation Lecture Series and the Artist and Lecture Series are available for class visits, receptions and discussions. If you are interested making special arrangements with any of the speakers or artists who take part in these series, please contact Lynn Knight, knighly@earlham.edu or call ext. 1294.

Finance

Prepared by Richard Smith, Vice President of Financial Affairs

Agenda for the Coming Year

Budget Committee

- This year's (2009-10) budget is not likely to be balanced easily and will depend as usual on the final results in the financial aid discount rate, retention, and total enrollment that will be reported in mid-September.
- Due to the drop in endowment values and the reduced net tuition revenue from the 2009 entering class, producing balanced budgets for 2010-11 and 2011-12 will be challenging.

Welfare Committee

- Make a recommendation on 2010-11 compensation to the Budget Committee in October.
- Continue to evaluate the impact of the changes in payment of employee contributions to the Earlham health care plan and continue the on-going discussion about controlling health care costs.

Important Reminders

- Operating budget requests for 2010-11 will be due to Senior Staff by Friday, October 30.
- When hiring administrative faculty, all hiring supervisors should check with Dick Smith or Greg Mahler on general salary ranges before the search and again prior to extending an offer. The President's prior approval is required before extending any offer — formally or informally.

Accounting

Prepared by Cathy Habschmidt, Controller

New Faces and New Roles

Jane Brandenburg joined us in July as our new Cashier, replacing Susan Finnegan who took early retirement. Jane most recently worked in the accounting department at Hoffco here in Richmond.

New Activities and Programs

We are working with the Registrar, Financial Aid and Residence Life offices to improve the process of student enrollment at Earlham.

Important Reminders

- Detailed budget reports showing the actual income and expenses of each department, program or restricted fund are printed and distributed quarterly. Summary budget reports are distributed on non-quarter month ends. Anyone responsible for a budget area who would like to receive the full detailed report every month should let Cathy Habschmidt know.
- Invoices are paid weekly. Properly approved invoices should be submitted to Marilyn Moore in Accounting by 5:00 p.m. on Mondays to be paid that week.
- Anyone who would like assistance in understanding a budget report or in learning how to retrieve budget information directly from Banner should contact Cathy Habschmidt.
- If you have any questions about hiring student workers, please contact Lisa Six.

Agenda for the Coming Year

- We hope to bring our cashier window online with Banner this year so that we no longer have to hand-write receipts.
- We will create a new in-house resource for accounting information on **theheart** to better serve our students, faculty and staff.
- We will continue working on cross-training our staff so that we have better back-up coverage in all areas.

Bookstore

Prepared by Dana North, Vice President for Business Operations

New Faces and new Roles

Dee Dee Cummings joined the Bookstore as the Manager last summer. Bobbi Cayard-Roberts left the Bookstore store staff to become the Math-Physics-Computer Science secretary. We have reassigned responsibilities as follows:

Dee Dee Cummings — trade books, food, assisting where needed

Tracy Johnson — ordering and returning textbooks, UPS shipping

Angie Stevens — supplies, gifts, apparel

Carol McFarland — candy, front of store, bookkeeping, graduation necessities

New Activities and Programs

- Check out the new CDs; according to our students we have a great selection.
- Are you trying to promote Earlham? We have some bagged candy with Earlham label.
- The store has a new arrangement as well as some new attire; come check out the new items.
- To help students with the cost of textbooks, 65 percent of the textbooks this semester are used.

Agenda for the Coming Year

- Continue to examine ways to provide the lowest cost to our students for textbooks.
- Use daily sales reports and spreadsheets to better control cost of goods. So we know how we are doing in relation to our projected budget on a weekly basis.
- Assess the feasibility of the College Bookstore remaining run by Earlham; if this is not fiscally possible, we will be beginning the process of outsourcing the store.

Important Reminders

- Departments, staff and faculty can ship packages via UPS at the Bookstore.
- Faculty, staff and their families get 10% off their purchases and can charge them to their personal accounts.
- The deadline for returning textbooks for a full refund, will be August 27 – September 3 (excluding Saturday, August 29), and students must have a receipt.

Campus Services/Post Office
Prepared by Dana North, Assistant Vice President for Business

New Activities and Programs

- Several multi-function printers (copy, scan, and fax) have been placed around campus, so far offices have been enjoying the capabilities.
- Along with the new furniture in Earlham Hall, we have been able to move furniture from Norwich to several locations around campus.

Agenda for the Coming Year

- Keep the rentals fully occupied.
- Assist departments with saving money wherever and whenever possible.

Important Reminders

- Campus Services has sales-tax-exemption certificates available so that you don't have to pay 7% Indiana sales tax on your local purchases. We also have some exemptions for other states.
- Campus Services also welcomes the opportunity to assist departments with individual purchases. There are three consortiums available to help us get the best possible prices: Independent Colleges of Indiana (ICI), Horizons and E&I Cooperative.
- Look for companies who offer free shipping.
- To save money on taxes use purchase orders and get bids from several companies, when you use a credit card sales taxes are incurred.
- Utilize office supply companies with competitive prices who make free desktop deliveries.
- The post office will deliver mail to campus offices Monday – Friday. UPS also delivers to the Runyan post office.
- Do your part by helping reduce non-first class mailing coming onto campus. Have your names removed from mailing lists whenever possible.
- Reduce your receipt of catalogues by putting the first page in the mailing reduction bin in Campus Services.

Dining Services

Prepared by Dana North, Vice President for Business Operations

New Faces and New Roles

Alexis Marcum is the new retail manager in the Coffeeshop. Ginger Scholl will continue taking care of catering.

New Activities and Programs

- The Coffeeshop is hoping to have the capability to use debit and credit cards soon.
- Cyclone Salads has replaced the Cyberwraps; stop by and try the new and exciting salads made to order.
- An ionized water dispenser is replacing bottled water in the main dining hall.
- A new dining area will be available for small meetings in the dining hall this fall. To schedule this new area for a meeting, contact Pam Torbeck at extension 1329.

Important Reminders

Dining Services offers a faculty and staff meal rate of 10 meals for \$60 in the dining hall. These tickets and tickets for Faculty Buffet are available at the Runyan front desk.

Agenda for the Coming Year

Continue to work on sustainability within the dining program including: purchasing local food, reducing energy and water usage, reducing food waste and composting more waste.

Housekeeping

Prepared by Alan Bigger, Director of Facilities

New Faces and New Roles

After an extensive contract review process of housekeeping operations and solicitation of bids for housekeeping services nationwide, it was decided to retain Aramark as the provider of choice for Housekeeping services.

- **Stephen Powell** is the manager of Housekeeping services.
- **John Roberson** and **Kathy Marshall** are the shift supervisors.

New Activities and Programs

- *Open Houses.* The Housekeeping Department has conducted two campus-wide open houses since March 2009. The purposes of the open house is to afford Earlham stakeholders an opportunity to meet with the housekeeping staff, learn about housekeeping levels of service and to provide a forum for open communication between the community and the housekeeping department. Housekeeping plans to host these meetings quarterly.
- *Supervision.* All Housekeeping shifts now have a housekeeping supervisor assigned to provide increased oversight of the services provided.

Agenda for the Coming Year

- Developing an atmosphere of inclusion in the Earlham community for the Housekeeping Department.
- As part of the expectations of the new contract, Housekeeping will be converting existing chemicals to Green Seal certified chemicals (www.greenseal.org) that minimizes the impact of the chemicals on the user and the environment.
- Housekeeping is now responsible for the recycling from central containers in all buildings. Student recyclers will empty newspaper recycling containers only and facilities will pick up cardboard from selected locations throughout campus.
- Housekeeping will be concentrating on new environmentally sensitive equipment. For instance, one of the new floor scrubbers does not require the use of chemicals. A new process using ionized water eliminates the need of chemicals for this operation.

Business Office: Insurance, Summer Conferences, Telephone Center

Prepared by Dana North, Assistant Vice President for Business

New Faces and New Roles

Kristin Ashenfelter joined the Runyan Front Desk in Spring 2009. She has been a wonderful addition to the summer conference staff.

New Activities and Programs

- The Summer Conference Web site has been updated and a new brochure will be out soon. This will help us to bring new camps and conferences to campus.
- Over the summer we updated the software in the phone switch; it will not change how your phone works. However, it does keep our system up-to-date.

Agenda for the Coming Year

- Continue to work with campus and the reporting of possible insurance claims.
- Since the residence halls will all be available, we will be actively seeking new groups to bring on campus.
- Review phone costs and find ways to reduce costs.

Important Reminders

- If you are a registered to drive College vehicles, as requested by our insurers, we will be starting annual Motor Vehicle Record checks in September.
- For phone and voice mail concerns contact ext. 1411.

Facilities

Prepared by Alan Bigger, Director of Facilities

New Faces and New Roles

- **John Edmonds** was hired as a Heating, Ventilation and Air Conditioning (HVAC) Master Technician.
- **Charles (Chuck) Blevins** was promoted to the position of carpenter
- Chuck's vacated position as a painter was placed on hold.
- Allen van Devender and Charles Patterson retired.
- Allen's vacated position as a plumber was placed on hold.

New Activities and Programs

- *Energy Management.* During this and coming years, facilities will be concentrating on the implementation of energy conservation and controls throughout the campus. That being said, the greatest energy saving device is right in the palm of our hands. Please turn lights and electronic components off when not in use.
- *Sustainability.* Programs, processes, equipment and purchases are being evaluated on a regular basis to determine the impact on energy consumption, pollution and waste management.
- *Recycling Efforts.* Recycling in buildings is now the responsibility of the Housekeeping Department to empty central recycling containers on a regular basis (excluding newsprint). Student recyclers will be responsible for emptying external containers throughout campus, and the removal of newspapers from buildings. Facilities will pick-up cardboard from selected locations throughout campus.

Agenda for the Coming Year

- Hire a new director of facilities who will be supportive of, and mesh with, the goals and ideals of the College.
- Complete a final upgrade of the facilities' work request system that will provide notification to customers of the start of a work request, progress of a work request and completion of a work request.
- Complete a 100% audit of the campus in preparation for a peer audit by Environmental Protection Agency (EPA)-approved auditors from institutions in the state of Indiana. This audit will seek to determine Earlham College's compliance with existing EPA requirements and to mitigate the possibility of fines should EPA Region 5 opt to audit the campus during the coming years. The peer audit should occur in early 2010. Institutions of higher education are coming under close scrutiny by the EPA and fines can be exorbitant and unnecessary.
- Develop a culture of energy awareness and an action plan throughout campus. We hear a lot about limited resources and how we should save energy. However, to minimize the use of these resources we need to develop an active culture of energy conservation by all.
- Successfully reopen Earlham Hall both as a residence hall and with Student Development, Health Services and Counseling on the first floor.
- Develop cost effective strategies to control expenditures throughout the year.
- Prepare for bidding to replace parts of the campus heating and cooling infrastructure — another tunnel repair and provide redundancy in the cooling system.
- Plan for 2010's diminished list of Summer Projects.
- Housekeeping is developing protocols and practices in preparation for any issues related to H1N1. Starting in May 2009, the Housekeeping Department increased the use of a broad-spectrum disinfectant and implemented such practices as wiping door knobs with disinfectant.

Important Reminders

During the next few years, resources will be extremely tight. Please remember to submit your requests for significant construction or renovation for the summer of 2010 to the Director of Facilities by September 30, 2009. For planning purposes, please concentrate on mission critical items only.

Human Resources

Prepared by Richard Smith, Vice President for Financial Affairs

New Faces and New Roles

With Tim Branson's resignation, we are currently searching for a new Human Resources Director. Until the position is filled, please direct any questions about benefits to Dana North and questions about payroll to Dick Smith.

New Activities and Programs

- Conduct or sponsor monthly events on Earlham fringe benefits.
- Conduct or coordinate quarterly development activities for staff.
- Assist the Provost in sponsoring quarterly development activities for administrative faculty.

New Hires and Terminations

- Signed Pay Orders are required.
- *New hires.* All hiring supervisors should have their Vice President request written approval from the President's Office prior to posting a vacant position.
- *Offers.* No oral or written offer to hire should be made prior to approval from the President's Office for administrative and teaching faculty or the Director of Human Resources (Dick Smith during the interim) for hourly staff.
- All terminations should have either a written letter of resignation or a written statement by the supervisor of the reasons for termination.

Agenda for the Coming Year

- Implement the training, development and education role of the Human Resources Director.
- Assist the new Human Resources Director in learning about Earlham.
- Continue to assist the Earlham Welfare Committee in the review of compensation and employee benefits.

Important Reminders

- September 7 — Paid Holiday recognizing Labor Day. Hourly Staff please remember to write an "H" next to your hours that day, when recording the time on staff time slips. If you did work, place a "W" next to your hours.
- Administrative Faculty who work 12 months are reminded that vacation reports are due on the tenth day of each month.
- The deadline for incurring expenses for reimbursement flexible spending reimbursements for the year ending June 30, 2009 is September 14, 2009. This deadline is set by the IRS, not by Earlham College. You must request reimbursement no later than October 31, 2009.

Earlham Investments

Prepared by Richard Smith, Vice President for Financial Affairs

Agenda for the Coming Year

- *Governance issues* concerning the legal relationships between the Earlham Board of Trustees and the Earlham Foundation Board of Directors will continue to be a primary focus of discussion for the year.
- *With the decline in liquid capital market values and a drastic slowdown in realized investment gains*, we experienced an unbelievable liquidity squeeze on funding new investments to which we made commitments in the past. Finding a solution to the short-term problem without jeopardizing long-term performance is a significant challenge. We trying to forecast cash needs further in advance and are “resizing” future capital commitments to illiquid partnerships.
- *The investment and the management of the Pooled Life Income Fund* have been transferred to Friends Fiduciary Corporation.
- *The Socially Responsible Investment Advisory Committee (SRIAC)* will resume meeting on a regular basis once its members are appointed.
 - The fall discussion is likely to focus on the identification of corporations that may have violated and continue to violate any of the following guidelines:
 - (1) irresponsible use of the natural environment;
 - (2) denigration of the dignity of individuals such as unfair labor practices and/or discrimination;
 - (3) violations of local, state and national regulations, laws and statutes and/or
 - (4) active involvement with governments in the violation of human rights.
 - Two years ago SRIAC discussed the possibility of identifying an issue on which the entire Earlham community — EC and ESR faculty, staff, students and trustees — could agree to work on engaging corporation(s) as a shareholder. We will discuss if such an issue can be identified.

Institutional Advancement

Prepared by Jim McKey, Vice President for Institutional Advancement

New Faces and New Roles

Liz Gordan '09 joins us as Assistant Director of Annual Giving. She replaces Heather Charboneau '07 who took a job in Virginia. Liz worked as a phonathon caller then phonathon supervisor and intern during her time as an Earlham student.

New Activities and Programs

- A new alumni directory comes out in September.
- We will expand the number of regional young alumni events aimed at graduates 10 years out or less. Letting us know of your travel plans may allow us to connect faculty with alumni.

Agenda for the Coming Year

- We had a successful year in annual giving and will seek to build on key programs within the fund this year.
- We are in the public phase of a comprehensive campaign for endowment, buildings and operating support. Last year was challenging due to the economic climate but signs of increased giving are emerging.
- In a tight budget environment, we are seeking ways to do more communicating online.
- We will continue to travel to see our prospective donors since we know that this interaction produces results.
- Our alumni program will emphasize ways alumni can help admissions.

Important Reminders

- Last year we had an amazingly successful faculty/staff giving campaign. Keep those gifts coming! We hope new people will join the party in support of the student experience at Earlham.
- We also appreciate participation in on-campus activities for alumni as well as those faculty members who speak at off-campus events.

Public Affairs Office

Prepared by Karen Roeper, Associate Vice President for Public Affairs

New Faces and New Roles

Ellen Blevens will add Web Content Assistant to her role as Development Communications and Stewardship Coordinator. For about a third of her time, she will be concentrating on reworking departmental Web pages.

New Activities and Programs

- Our New Media initiatives continue this year. We will add social networking through an institutional Facebook page, create an Earlham blog, develop three video features and update the Virtual Tour while continuing to rely on our online Press Room and podcasting outreach.
- Public Affairs staff will assist in planning and developing communication about elements of the portal and content management system as they become a part of our daily worklife.
- Work on *Factbook: Data and Details* should culminate in an entirely reworked online, ongoing publication in October. Public Affairs has been working with Information Services and Institutional Research to envision and develop this new approach to the previously printed Factbook, a project of the Information Disclosure Committee.

Agenda for the Coming Year

- We hope to implement a new approach to employment advertising, working with the Academic Dean and various departments conducting searches.
- We will continue to enhance the online Press Room, incorporating links to Facebook, video, an Earlham blog and a new approach to our photo gallery.
- Our work to promote Earlham stories about the College's distinctions to national news outlets continues. Doug Bennett's advice to students choosing colleges will be featured in this year's *Kaplan/Newsweek College Guide* issue.
- Editor Jonathan Graham will complete work with an outside designer to update the appearance and organization of *The Earlhamite*, Earlham's alumni magazine. The January 2010 issue of the magazine will explore race, gender and class in the Earlham curriculum.
- During 2009-10, Public Affairs will be encouraging departments to move from print to digital in our communications. An obviously greener approach to publications, an online approach — through Web page or e-mail — will assist the College in trimming costs in both printing and postage. For example, the Earlham Directory, created and made available through **theheart** last semester, has replaced the expensive printed Faculty and Staff Directory with an added advantage of incorporating new faculty and staff members as they join our community. For the first time the President's Letter will be delivered to nearly 10,000 alumni, parents and friends who have shared their e-mail address us, resulting in significant savings.
- Over the summer new publications were completed for use with incoming and returning students, including, among many others, a redesigned and rewritten *Student Handbook Planner 2009-10* and the *Earlham College Curriculum Guide 2009-11*. Both of these publications also are available online; Earlham relies on the easily revised online versions to contain the most up-to-date information.
- Our campaign to update academic departmental brochures used by the Admissions Office continues. A project description and brochure sample are posted online.
- We are working with the College Archives Department to provide best selections of photos to them in digital format not only in the current year but also for the last 10 years. We also will be investigating the use of cloud-computing for distribution of a set of signature photos.
- Public Affairs will continue to be an active participant in emergency planning. We will incorporate blogging and Facebook posting into our communication protocols that already direct audiences to watch the Earlham Web site for updates during an emergency.

- *Around The Heart* will continue to provide the campus a daily dose of accurate information about life in community at Earlham. At some point we expect the daily newsletter to be relocated to the portal environment.
- Public Affairs plans to hold an Open House for new faculty to introduce our department and our work.

Important Reminders

- Please keep Public Affairs informed of newsworthy opportunities for the College. Feel free to contact Karen Roeper at roepeka@earlham.edu or Mark Blackmon, director of media relations, at blackma@earlham.edu.
- News items for the campus community should be submitted to *Around The Heart* at aroundtheheart@earlham.edu.

Student Development

Prepared by Cheryl Presley, Vice President and Dean of Student Development

New Faces and New Roles

Cheryl Presley assumed her role as the new Vice President and Dean of Student Development on August 1, 2009. The division as a whole welcomes eight other new full- and part-time faculty and staff in Athletics, the Bonner Center for Service and Vocation, Campus Safety and Security, and Runyan Center/Student Activities.

Agenda for the Upcoming Year

In addition to the departmental new activities, programs and agendas on the following pages Student Development will be:

- Beginning the process of identifying learning outcomes and establishing an assessment process for evaluating programs and services.
- Identifying how to maintain and enhance services to students while addressing fiscal restraints.
- Strengthening relationships with teaching and administrative faculty to increase partnerships in co-curricular programming and activities.
- Establishing a process for formalizing a professional development program for faculty and staff.

Important Reminders

- Student Development Central Office, which now includes Campus Safety and Security, the Office of Multicultural Affairs, the Office of the Vice President and Dean of Student Development and Residence Life have been relocated to the east wing of the newly renovated first floor Earlham Hall. Counseling and Health Services have returned to their newly renovated offices in the west wing of the first floor of Earlham Hall. The Office of Student Success remains in the Landrum Bolling Center.
- The Office of Student Success and the Wellness Program have transitioned from the leadership of the Provost and Vice President for Community Relations to becoming a part of Student Development.
- Earlham Family Weekend will be held October 2-4, 2009. This year's Family Weekend features performances by the Earlham's Concert Choir and Symphony Orchestra, a student talent show, summer wilderness slide show, opportunities to visit with faculty and staff, and much more. The weekend also includes a full schedule of home athletic events: men's and women's cross country invitational, football, women's volleyball, field hockey, and men's and women's soccer.

Athletics

Prepared by Frank Carr, Director of Athletics

New Faces and New Roles

Five new athletic interns have been hired: **Teja Kammler** in field hockey, **Kaela Hellmann** in volleyball, **Mike Shardo** in men's basketball, **Hillary Carter** in women's soccer and **Sharonda Hurd** in women's basketball.

New Activities and Programs

Using funds from an alumni gift to our department, Athletics will unveil a newly designed Web page at the beginning of the academic year. The new site can be reached through the Earlham home page or by going directly to www.goearlham.com.

Agenda for the Coming Year

- *Transition into the Heartland Collegiate Athletic Conference (HCAC).* The last season of competition as a member of the North Coast Athletic Conference (NCAC) will take place in 2009-10. The planning for and the early execution of the switch in athletic conferences will draw to a close the 22-year membership of the NCAC.
- *Implications of Reduced Resources on Athletics.* The Department will spend much of the year looking for ways to continue improving EC athletics in a time of cut backs. In addition to examining operating budgets, the Department will look at the current intern staffing pattern to determine if it is the most effective and efficient use of resources.

Important Reminders

The first week of September begins the exciting home portion of the fall athletic schedule. Four teams begin play on campus on Tuesday, September 1. Friday and Saturday bring a tournament flavor as Earlham hosts the Volleyball Quaker Classic and the Raven/Quaker Classic in men's and women's soccer. Additionally, Saturday brings the first of six home football games this season for the gridiron Quakers. The first week schedule is below.

Tuesday, September 1

Men's Soccer vs. Rose-Hulman, 4:00 p.m.

Field Hockey vs. Ohio Wesleyan, 5:00 p.m.

Women's Soccer vs. Rose-Hulman, 6:00 p.m.

Volleyball vs. Franklin, 7:30 p.m.

Friday, September 4

Women's Soccer vs. Adrian, 4:00 p.m.

Men's Soccer vs. Adrian, 6:00 p.m.

Volleyball vs. Principia, 5:00 p.m. and Cumberland, 9:00 p.m.

Saturday, September 5

Volleyball, two matches TBD, either 11:00 a.m., 1:00 p.m., 3:00 p.m.

Football vs. Rose-Hulman, 1:00 p.m.

Women's Soccer vs. Lawrence, 1:00 p.m.

Men's Soccer vs. Lawrence, 3:00 p.m.

All fall teams compete at home on Family Weekend (October 2-3) and Homecoming (October 24). Find all of the fall, winter and spring athletic schedules on the new athletics Web page.

Bonner Center for Service and Vocation

Prepared by Derric Watson, Director, Bonner Center for Service and Vocation

New Faces and New Roles

Jennifer Isaacs begins work on August 17, 2009, as the new Administrative Assistant. The Bonner Center for Service and Vocation (BCSV) looks forward to welcoming her to our team.

New Activities and Programs

The summer of 2009 saw the beginning of the Richmond Paid Internship Program. Funded by an anonymous donor, this program connected three Earlham Students with three local non-profit organizations: The Richmond Art Museum, Richmond Symphony Orchestra and the Townsend Community Center.

Agenda for the Coming Year

- *Focus on Internships.* It is BCSV's intent to increase both the number of internship possibilities as well as the number of students participating in internships while at Earlham.
- *Visibility and more focused attention on communication.* BCSV is in the midst of updating the BCSV Web page and creating an interactive Web site which would allow local services sites to post service opportunities and allow better connections with Earlham students. Further, we are moving toward utilizing electronic forms for the Bonner Scholars Program.
- *New initiatives for partnering BCSV staff with teaching faculty.* BCSV will work to reach out to teaching faculty and advisers to make their services more accessible to all.

Important Reminders

- Alumni Connections Social — Thursday, October 22, 2009
- Service in the City — Saturday, October 24, 2009. This is the second annual service project for faculty, students and alumni during Homecoming and Reunion Weekend.
- Graduate School Fair — Thursday, October 29, 2009
- Senior DisOrientation — Saturday, January 16, 2010

Campus Safety and Security

Prepared by Cathy Anthofer, Director of Campus Safety and Security

New Faces and New Roles

The Campus Safety and Security team welcomed several new people to the team over the course of the last year.

- **Dan Simons** was hired fall of 2008 to work as a part-time officer. Dan's wife, Sarah Swift-Simons, is a student at ESR. Dan also directs a summer camp program in Maine and runs winter wilderness trips in Vermont each January.
- **Jeff Templeton** was hired spring of 2009 also to work as a part-time officer. Jeff most recently worked at Cinram as the sound engineer. He also runs a recording business and owns a sound/public address business.

New Activities and Programs

The Campus Safety and Security team will comply with new reporting guidelines under the Clery Act, effective October 1, 2009. This new reporting also includes new guidelines for fire safety and fire incident reporting.

Agenda for the Coming Year

- The Campus Safety and Security director will continue to work with other College employees to create and support a comprehensive emergency plan for the Earlham community.
- The Campus Safety and Security team will focus on the reduction of bicycle thefts and continuing to provide 24-hour-a-day, seven-day a week patrol of all campus areas.
- The Campus Safety and Security team will continue to provide service to all areas of the campus in regards to fire alarm services, building access and security, fleet vehicle reservations and safety orientations.

Important Reminders

- Key requests; card access needs; fleet reservations/vehicle key pick-up will occur in Earlham Hall. All campus emergency calls to 1400 will be answered at the Earlham Hall location.
- Cathy Anthofer, Director of Campus Safety and Security, and Loretta Templeton, Administrative Assistant/Fleet Manager will move to new offices located in Earlham Hall where we will join the Student Development "Central Office." The officers will remain at their current location.
- All motor vehicles should be registered at the Campus Safety and Security Office prior to August 28, 2009. Motorcycle and scooter owners should register their vehicles; however, no permit will be issued. Ticketing of improperly parked or non-registered vehicles will begin Monday, September 7, 2009.

Counseling Services

Prepared by Holly Woodruff, Director of Counseling Services

New Faces and New Roles

Counselor **Brad Kelley** received his M.S.W. degree in May and should have his state license by the start of the academic year. Counselor **Jessica Sanford** will complete her M.S.W. program in May, 2010. Both counselors will provide afternoon and evening hours this year. There will be no counseling interns this year.

New Activities and Programs

Counseling Services will offer a new, open topic counseling group this year as well as continue psychoeducational programming for the residence halls and assist Active Minds with the Mental Health Awareness Week in October. Educational sessions on recognizing and helping distressed students will be offered to faculty and staff.

Agenda for the Coming Year

Kip Alishio, Ph.D., Miami University counseling center director, has completed a preliminary report on mental health services at Earlham College. The mental health assessment should be completed at the end of the Fall Semester.

Counseling Services began a monthly column in *The Earlham Word* during the Spring Semester; "Counseling Corner" should continue with the new editors of the newspaper. They also hope continue formal collaboration with Campus Ministries to better reach the needs of students.

Important Reminders

- Counseling Services is now open, free of charge, to students in the Graduate Programs in Education.
- Counseling Services has moved into renovated offices on the first floor of Earlham Hall. Access is from the western door where the new elevator is located, allowing for greater privacy for students coming to counseling.

Health Services

Prepared by Mary Ann Steinbarger, Director of Health Services

New Activities and Programs

Health Services sends warm greetings from their newly renovated office on the first floor of Earlham Hall. We continue to unpack as they prepare for another challenging academic year.

Health Services is proud to have a new brochure for their department. We believe it essential that current information is communicated not only to current students, but to all new and prospective students, regarding their facilities and the services we provide.

Agenda for the Coming Year

Certainly H1N1 (Swine Flu) is on everyone's mind. Health Services has been working with the Wayne County Emergency Management Agency, and the Earlham Emergency Management Response and Recover Team to prepare for upcoming Flu season. Look for new posters around campus, featuring measures that will help keep the Earlham community healthy.

It is critical that Health Services reinforce sound health practices and promote wellness to all students so they can experience good health.

Important Reminders

Please look for announcements on the Health Services Web site or in bathroom newsletters regarding the release of flu vaccines for seasonal and H1N1 flu. Health Services will do their best to keep everyone well informed.

Office of Multicultural Affairs

Prepared by Trayce Peterson, Director of the Office of Multicultural Affairs

New Faces and New Roles

During the Spring Semester of '09, **Trayce Peterson** assumed the role of Director of Multicultural Affairs. This is her first opportunity to oversee programs and activities for an entire academic year.

New Activities and Programs

Programs offered by the Office of Multicultural Affairs (OMA) will speak to the complex set of issues present in a diverse living and learning community. During the Fall Semester, the following speakers have been invited to campus:

- In conjunction with the Newlin Center for Quaker Thought and Practice, the OMA will explore aspects of race and religion. "Fit for Freedom, Not for Friendship: Quakers, African Americans, and the Myth of Racial Justice" — Guest Speakers, Donna McDaniel and Vanessa Julye; Sunday, September 20, 4:00 p.m. Stout Meeting House
- On October 28 as part of National Coming Out activities, Peterson Toscano will present excerpts from original plays including *The Re-Education of George W. Bush*, *Queer 101 — Now I Know my gAy, B, C's, and Doin' Time in the Homo No Mo Halfway House*, his autobiographical exposé of the ex-gay movement. Toscano, a performance artist focusing on LGBTQ issues and faith, also will share extracts from his newest play, *Transfigurations*, which looks at the stories and lives of transgender Bible characters.

The OMA will host two or three Diversity Conversations each semester. There are a variety of student groups that collaborate on events and activities, but rarely engage in substantive conversations about issues that impact them. For example, invitations might be extended to students involved in Pan African Society at Earlham (PASE) and Sociedad de Estudiantes Latinos to address the topic of Ethnicity and Identity or students from Black Ladies United at Earlham (BLUE) and the Womyn's Center might engage in conversations about Gender and Race. OMA staff, with assistance from the Diversity Council, will need to develop topics, identify and train student facilitators for these conversations. (These Diversity Conversations have been successfully implemented at colleges such as Swarthmore, Bryn Mawr and Kalamazoo.)

Agenda for Upcoming Year

The OMA responds to Earlham College's commitment to diversity and student needs. To these ends the OMA staff provides opportunities designed to educate the student body and promote and encourage dialogue between both under-represented and majority student populations. The means by which Earlham realizes the goals are:

- To educate and inform the campus community by bringing diverse speakers and groups to campus.
- To initiate opportunities for intercultural communication and provide training and workshops.
- To develop and cultivate student leadership and collaborate with under-represented student organizations.
- To support and advocate for the needs of under-represented students.

Residence Life

Prepared by Kevin Schaudt, Associate Dean for Student Development and Director of Residence Life

New Faces and New Roles

Andrea Fernandez, Assistant Director of Residence Life for Education, has assumed the responsibilities for coordinating a student peer education program and sexual assault education efforts. This is in addition to her responsibilities of alcohol education and drug prevention awareness programs and coordinating Residence Life programming and events.

New Activities and Programs

The theme house program has expanded to include the following: Vegetarian House, Fine Arts House and Culinary Arts House. The Buddhist Center, which was located in Norwich Lodge, has found a home in Hicks House.

Agenda for the Year

Residence Life continues to focus on building community in the residence halls and the residential houses by concentrating on three main areas:

- Building Community,
- Learning in Community and
- Being a Respectful Community.

Enhancing a student's quality of life on-campus, promotes development of the greater self, provides the student with a solid foundation for being successful in- and outside of the classroom, and creates a sense of kinship with the College.

Important Reminders

- Residence Life is excited and delighted by the re-opening of Earlham Hall, which will be home to 106 students on floors two through four. Residence Life offices have been relocated to the east wing of the first floor Earlham. The first floor of Olvey-Andis, which temporarily housed Health Services and Counseling Services during the past year, has reverted back to living space for students.
- Earlham Family Weekend will be held October 2-4. Family Weekend 2009 features performances by the Earlham's Concert Choir and Symphony Orchestra, a student talent show, summer wilderness slide show, opportunities to visit with faculty and staff and much more. The weekend also includes a full schedule of home athletic events: the men's and women's cross country invitational, football game, women's volleyball games, field hockey, and men's and women's soccer games.
- Community-wide events will continue to be offered to all students once a month on Sunday evenings, along with the weekly study-breaks that are offered in each hall. Student staff members also will continue activities that meet the educational, recreational, and social needs of Earlham's residents. Residence Life will host alternative late-night programming in the Coffee Shop, featuring free food and refreshments and a variety of entertainment (i.e. music, karaoke, bands, readings, open mic, games, etc.)

Runyan Center/Student Activities

Prepared by Rich Dornberger, Director of Student Activities

New Faces and New Roles

Kris Ashenfelter has settled in quite well as the new administrative assistant for Runyan Center. Kris supervises the Runyan Center Desk staff and coordinates reservations, work orders and housekeeping requests for the facility. Beginning this fall she also will be supervising our weekend shuttle and Sunday “day trips” for student activities in addition to updating the Student Activities Web page.

New Activities and Programs

- Sunsplash is returning this year and it’s bigger than ever! On Saturday, August 29, the Program Board will be hosting Sunsplash with the band Old Crow Medicine Show. The opening act will be Jason LeVasseur, two-time entertainer of the year for the National Association for Campus Activities (NACA). Sodexo will be moving the evening meal to the football stadium to support the concert, and we will have vendors and other festivities. This event is open to all Earlham students, faculty and staff, and all are encouraged to attend.
- Bus service will again be available on campus this year! Roseview Transit will stop at the College Avenue and D Street intersection and at the Circle on the south side of Runyan Center. Bus schedules and individual ride tickets are available at Runyan Desk.
- Runyan Center will be opening the new Student Leadership Development Center in the basement of Runyan later this year. Student Government officers, the Student Activities Board and the Student Organization Council all will be housed in this area. The Student Activities Office will anchor this new center and will offer leadership development activities for all students throughout the year.

Agenda for the Coming Year

- *Development of student leadership skills.* This year the Leadership Symposium will be split into numerous programs. In the fall there will be workshops for all of student group conveners followed by workshops for the finance managers and programmers later in the semester. The Annual Leadership Retreat will be changed to a leadership series consisting of personal leadership development activities as well as group activities.
- *Partnering with local organizations.* The Office of Student Activities will continue its work with the Mayor’s Office and the Uptown Innovation Center to create opportunities for Earlham students to engage with the Richmond Community. The Runyan Center/Student Activities office is moving toward a greater involvement with the Gennett Foundation and the Richmond Fall festival. IU East and Earlham will again partner on activities and continue to build close ties.
- *Assessment of student activities/programs.* This year Runyan Center/Student Activities will be administering a variety of surveys to better understand the needs and desires of Earlham’s students, as well gathering information about the effectiveness of the department’s programs.

Important Reminders

All scheduling of spaces is now being done online. The link to the reservation page can be found at www.earlham.edu/events/requestform.html. This form should be completed as soon as possible for scheduling any space that is not part of a regular class schedule. Reservations are not accepted over the phone however questions can be directed to the reservation line at x1587.

With Earlham Hall renovations completed, there will once again be access to the balcony for large advertisements. A Publicity Office is located in the basement of Runyan Center where students can make their own “Saga” signs or can contact the Student Activities Office to have assistance in producing posters and signs. A two-week minimum lead time is needed for posters and signs to be completed by Publicity Office staff.

Student Success

Prepared by Wendy Seligmann, Associate Dean for Student Success

New Activities and Programs

- *Peer Mentor Program.* This is not a new program, but for the first time this year Peer Mentors will not be paid but will be earning internship credit. Since there is no longer a budget constraint, the number of Peer Mentors has increased from eight to 11 resulting in a lower mentor:mentee ratio. Mentors will be engaged in reading appropriate literature and will be expected to develop residence hall programs for their mentees.
- *Sophomore ReOrientation.* During first semester there will be a series of workshops directed towards sophomores that address some of the developmental tasks incumbent upon second-year students. These include but are not limited to: Choosing a Major, Finding Experiential Opportunities and Exploring Fellowships. Any area wanting to offer a program as a part of this series should be in touch with the Office of Student Success.
- *First-Year Reading.* This year the summer reading will be more fully incorporated into the opening of school. The author of the text will be offering a creative writing workshop for new and returning students and there will be an orientation convocation given by the author. Advisers and advisees will be able to use their Monday evening dinner during New Student Orientation (NSO) to discuss the text.

Agenda for the Coming Year

Student Success will be working closely with Cheryl Presley, Vice President and Dean for Student Development, to integrate existing and new student success activities more fully into the whole of Student Development. This will most likely result in new and revised activities for improving retention and form much of the student success agenda for the year.

Student Success wishes to explore a computer-based early alert system that would result in faster notification of key faculty as well as make communicating concerns easier. Efforts to increase awareness about the importance of relating concerns early as well as finding mechanisms for swift follow up continue to be a critical piece for improving retention.

Important Reminders

Key New Student Orientation (NSO) dates and times:

| | | |
|--------------------|-----------------------|---|
| Friday, August 21 | 4:00 p.m. | Students meet with their adviser |
| | 4:30 p.m. | Parents meet with their student's adviser |
| Monday, August 24 | 1:00 p.m. | NSO Convocation |
| | 6:30 p.m. | Advisees have dinner with their adviser |
| Tuesday, August 25 | 8:30 a.m. – 2:00 p.m. | Individual advising meetings |

Faculty are very welcome at all NSO programs and activities.

Faculty who are aware of a student who is not meeting with success at the College should be in touch with Wendy Seligmann. In her role as Associate Dean for Student Success, she coordinates College intervention efforts for those students who are identified as being able to benefit from specific College resources as they seek success at Earlham. In each case, an effort is made to utilize College resources and to engage with students as fully as possible as they work toward success at the College.

Likewise, sometimes students are academically successful but, for a myriad of other reasons, are not satisfied with their experience at the College (e.g., not feeling challenged enough, finding it difficult to connect with friends, uninvolved). Those students should be referred to Wendy as well.

Wellness

Prepared by Shanna Nolan, Director of Wellness Operations

New Faces and New Roles

The Wellness Program has transitioned from the leadership of Avis Stewart, Vice President for Community Relations, to that of Cheryl Presley, Vice President and Dean of Student Development.

Agenda for the Coming Year

The Wellness Staff will focus on developing additional programs to increase Earlham students, faculty and staff participation.

We will work with Institutional Research to continue the assessment and evaluation of Wellness Center programs and activities including identifying patronage by dates and time and activities.

Important Reminders

- During New Faculty Orientation all new faculty will be given a packet of information detailing Wellness Program offerings such as fall group fitness classes, massage therapy, personal training, swim lessons and a review of Athletics and Wellness Center (AWC) policies and procedures. The same information is available online on the wellness Web site or as flyers at the AWC Welcome Desk. Unclaimed packets of information from new faculty orientation will be sent via campus mail.
- Each member of Earlham's faculty and staff is entitled to a Complimentary Energy Center Orientation while employed at the College. During the Orientation individuals are introduced to the cardio and strength training equipment in the Energy Center, goals are discussed and an individual workout program is developed.
- Earlham's Massage Therapist Becky Codiano is available to attend staff meetings or retreats to perform chair massages while you meet! Fees are reasonable and available by contacting Shanna Nolan.
- The Welcome Desk has a Day Pass Special that is available year round. Ten-Day Passes may be purchased to workout at the AWC for \$50. Day Passes are valid for six months from date of purchase. This is a great idea for entertaining family and friends that visit throughout the year. If departments on campus are hosting conferences or meetings and would like to offer an option for attendees to get a workout in while on campus, the department should contact the Wellness Programs Administrative Assistant at 983-1791 to get details on the discounted day passes available to them.