



# CAS *Kaleidoscope*

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## ***Kaleidoscope***

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## **Fall Reception**    *By Connie Kadow*

Dean Forhan hosted our 6th annual Fall Reception on September 25, 2007. The College of Arts and Sciences welcomes eleven new faculty this year. Together with a long list of faculty achieving tenure and promotions, there was a lot to celebrate. The Golden Eagles was transformed into a cabaret with dimmed lights and floating candles. The reception was a great opportunity to mingle and celebrate.



Faculty and staff throughout the University attended the reception. Mayo Tiano and the Northeastern Jazz Combo provided mellow background music, and Sodexo did a fantastic job with catering the event. The complete list of honorees is on page 5.

## **A Banner Year**    *By Connie Kadow*

2008 is a Banner year. As part of the Neiuworks project, the University has been preparing for the new interactive system, migrating information, creating data standards and testing. Many staff members have devoted many long hours to training, testing, and preparing the implementation of the new Banner system. If you have not signed into the NEIU portal, it is important to do so right away. Currently on the portal you can have access to announcements, events and important information. Soon the portal will be your information highway. As announced on Neiuport, the first "Go Live" milestone for Student and Academic Systems will occur this fall when undergraduate and graduate recruitment and admissions begin to use the Banner system. The second will occur in **March 2008 with the launch of on-line registration, financial aid and student payments.** Concurrently, web self-service features will also be available for faculty, advisors and staff. Lastly, at the end of the first summer session 2008, faculty will have access to on-line grading. All Student and Academic System implementation activities are currently on track with this plan. It is definitely a Banner year.

Welcome to the first issue of The CAS Kaleidoscope. Created by the Dean's Office Staff, the newsletter is provided to share our news with the faculty and staff of the College, to provide information about what staff members do and how they can help you. It also provides them with a creative outlet!

Have a great Fall!

## FYE:

By Kate Forhan

The First Year Experience continues to develop with exciting courses being offered this Fall (half the fun is in the names!) Of the 26 sections being offered this Fall, 22 are in the CAS and they come from 17 different departments. The creative support of faculty (including Chairs and Coordinators) for this initiative has been amazing

Skeletons in Chicago's Closets Art, Architecture, & Urban Design in Chicago  
Theater in Chicago  
The Information Age Its Impact on Chicago's Culture  
Chicago Rocks! Geology in the City  
Literature and Diversity in Chicago  
The Hispanic Influence in Chicago  
Chicago Geographies  
Language and Diversity in Chicago

ChiTunes Music in Chicago  
Justice in Chicago  
Language and Diversity in Chicago  
ChiTunes Music in Chicago  
Stepping Out Dance in Chicago  
Civic Engagement, Community and Social Change in Chicago  
Growing Up in Chicago  
Investigating Chicago Immigration and Migration  
Schooling Chicago  
Chicago Body Works

## Technology Is Useless and a Waste of Time

When it doesn't make a task easier and faster. by Leotis Dunn

Unlike other articles that give you a few simple short cuts that are easily forgotten or are useless for your needs, you will find in this short article two major quoted sources and their URL locations for keyboard shortcuts. You will be able to choose what is worth your time and effort to learn whether you want to bookmark or just ignore.

Why do you want to learn keyboard short cuts? Keyboard short cuts are time savers and fast. Keyboard short cuts are faster than the mouse because the typist hands rarely leave the keyboard therefore causing a noticeably increased typing productivity. On the other hand, if you are a "hunt-and-peck" typist maybe the mouse is

faster for you.

The first source is [ComputerHope.com](http://www.mrhope.com) which, believe it or not, actually provide free reliable information. MAC, UNIX, and Linux people they even like you too. The URL is <http://www.mrhope.com/shortcut.htm#01> Computer keyboard shortcut keys:

[Basic PC shortcut keys](#)  
[F1 - F12 function keys](#)  
[Linux / Unix shortcut keys](#)  
[Macintosh and Apple shortcut keys](#)  
[Microsoft Windows shortcuts and windows keys](#)  
[Microsoft Excel shortcut keys](#)  
[Microsoft Word shortcut keys](#)  
[Microsoft FrontPage shortcut keys](#)

[Microsoft Outlook shortcut keys](#)  
[Microsoft Internet Explorer shortcut keys](#)  
[Mozilla Firefox](#)

The second source is for the Microsoft Word user who will want to make their own keyboard short cuts by customizing their keyboard. OH, YEAH...you read right. You can create your own keyboard short cuts so that your routine tasks can be done with two keystrokes instead of point, click, find, click, reset hands and type.

Click on the link to go to the source and instructions for creating your own short cuts are at [Customizing the keyboard](#).

# Spotlight on Customer Service

by Mark Sherkow

Because of my background in industrial *Customer Service* and *Quality Assurance*, these are 2 things that are “near and dear to my heart.” It might seem these are only business terms—but they can apply to any job involving people!

For office workers, the customer is whoever is calling upon our office. We have “external customers”—people from outside NEIU—and “internal customers”—people who work at NEIU, including others in our office. Our goal is to assure that we provide EVERY CUSTOMER with quality customer service EVERY TIME. Our first steps should be the following: (1) Determine the **needs** of our customers. (2) Create efficient **systems** to help us meet these needs. (3) Compile usable **resources** to help us meet these needs. (4) Set up effective **training** to use the systems and resources.

There are other elements of providing excellent customer service, but this basic framework is a good starting point.

## Our Kind of Town

by Mark Sherkow

Chicago offers many interesting places to see and things to do. We will highlight them in this space, noting ones that are inexpensive or not widely known. Suggestions are requested for future issues—e-mail us ones you would like us to include! We will start by looking at downtown Chicago.

The place to start in downtown Chicago is the lakefront and the lakefront parks, Grant Park and Millennium Park.

Both parks have gardens and sculpture, as well as events throughout the year. Millennium Park has the Jay Pritzker Pavilion and BP Bridge, both designed by Frank Gehry, and the popular Crown Fountain and Cloud Gate (“The Bean”). Grant Park extends from Millennium Park south to the Museum Campus, and has a sculptural exhibit

at the corner of Roosevelt and Michigan. The Museum Campus includes the Shedd Aquarium, Adler Planetarium and Field Museum of Natural History, where there are special exhibits now on maps and Darwin.

Well-known Attractions downtown include the world famous



Art Institute, and Lyric Opera, as well as the Museum of Contemporary Art. A popular free event is Macy’s Day of Music at Symphony Center, held every Fall (this year on Oct. 13).

Two inexpensive but wonderful places to go are the Chicago Cultural Center, former home of the Chicago Public Library, and the Harold Washington Library. Both venues

offer free events and exhibits and information about other events in the City.

Downtown Chicago is also known and prized for its architecture and is a great place to walk through. The Chicago Architecture Foundation sponsors several different tours. Take the CTA downtown—a great way to see the city in itself!

A special fall treat is the Chicago Humanities Festival, held in late October and early November. Three weeks of events are held on a main topic, many events for under \$10.

Share your little known events or places not to miss information for future issues.

# NEIU and ASPIRA EARLY COLLEGE INITIATIVE

by David Rutschman

Last year NEIU and ASPIRA, Inc of Illinois agreed to begin developing a “dual admissions” program between the ASPIRA Early College High School (AEC) and NEIU-El Centro. This program will allow high school students an opportunity to earn college level courses while earning high school credit. The AEC High School will be housed in the second floor of our NEIU-El Centro campus located on 3119 N. Pulaski. Although the AEC high school is scheduled to open this fall, students will not be taking college courses until fall 2009. AEC students will take courses primarily at the NEIU-El Centro campus. A committee composed of representatives from NEIU and ASPIRA have been meeting since last spring to develop the “dual admissions” curriculum.

The AEC is a charter high school, under the auspices of the Chicago Public Schools, funded in part by the Bill and Melinda Gates Foundation and Jobs for the Future.

AEC is based on the Early College high school model which “blend high school and college in a rigorous yet supportive program, compressing the time it takes to complete high school diploma and the first two years of college. The schools are designed so that low-income youth, first-generation college goers, English language learners, students of color, and other young people underrepresented in higher education can simultaneously earn a high school diploma and an Associate’s degree or up to two years of credit toward a Bachelor’s degree – tuition free.” (<http://earlycolleges.org>). In our case this means that the AEC students will be enrolled in some ‘dual-credit’ courses so that when they graduate from high school they will have from six to more than thirty college credits.

Our partnership with ASPIRA is not new. Since 2003, the NEIU-El Centro campus has housed the ASPIRA Antonia Pantoja High School

(APHS). To date APHS graduates and several high school staff including teachers and administrators have enrolled at NEIU-El Centro. The AEC initiative will continue to strengthen our partnership with ASPIRA as well as increase the educational pipeline for Latinos in higher education. Other collaborations between ASPIRA and NEIU include the ENLACE and Gear Up projects.

ASPIRA of Illinois was founded in 1968 by a Northeastern alumna, Mirta Ramirez (B.A. 1972, UWW, honored last May with the NEIU Distinguished Alumna Award). It was founded to address the growing social and educational needs of youth in the Puerto Rican community in Chicago. (More details at <http://www.aspirail.org/>.) The first ASPIRA organization was founded in New York in 1961, and now exist in at least 6 states and Puerto Rico.

For more information contact Daniel López or David Rutschman.

## Pre-Law Society 2007-2008

by David Nissim-Sabat

NEIU’s Pre-Law Society, a student-run organization, has taken on new leadership as well as new direction. Carlton Lawson, the new Pre-Law Society President, plans to deliver various programming for Northeastern’s future attorneys. He and his team have come up with exclusive membership benefits, academic development, a plan to create an undergraduate law review, get more students involved with their state), provide more LSAT preparation, as well as do community service. They are even looking into adding a NEIU



chapter of Phi Alpha Delta, a co-ed international law fraternity composed of pre-law students, law students, legal educators, attorneys, judges, and government officials. In order to accomplish this, the organization will get involved in fundraising and seek

members have also stepped up and expressed an interest in assisting the organization. Professor Gregory Neddenriep of the Political Science Department has offered moot court coaching and Professor Dragan Milovanovic of the Justice Studies Department is willing to help out with the pre-law law review. The Pre-Law Society’s first two meetings for the 2007-2008 year are scheduled for September 11<sup>th</sup> and 27<sup>th</sup> (rooms TBA). Students who are interested in getting involved should plan on attending.

# Welcome New Faculty

by Cynthia Aguirre

We are happy to announce and to welcome 10 new tenure-track faculty to the College of Arts and Sciences. They began Fall 2007 and we hope you will help us welcome them and share the great spirit of NEIU!

Kimberly Ambriz, *Art*  
 Abhijit Banerjee, *Geography & Envir.*  
 John Casey, *Philosophy*  
 Martyn DeBruyn, *Political Science*  
 Marshall Thompson, *Political Science*

Amanda Dykema-Engblade, *Psychology*  
 Travis Heath, *Music*  
 Andrew Kourvetaris, *Sociology*  
 Jason Mohaghegh, *Philosophy*  
 David Sharlow, *Music*

## Promotions, Tenure, and Excellence Awards for Fall 2007

### Congratulations!

The College of Arts and Sciences would like to congratulate our talented and dedicated faculty who have received promotions, awards of tenure, and excellence awards for Fall 2007. Please join us in congratulating them and thanking them for their service to NEIU.

#### Awards of Tenure

Lesa Davis, *Anthropology*  
 Christina Gomez, *Sociology*  
 Bradley Greenburg, *English*  
 Lucia Lombardi, *Foreign Languages and Literatures*  
 William Sieger, *Art*  
 Jennifer Slate, *Biology*  
 Charles Steinwedel, *History*

#### Promotion to the Rank of Professor

Peter Chang, *Music*  
 Suzanne Gaskins, *Psychology*  
 Marian Gidea, *Mathematics*  
 Anna Mitina, *Mathematics*

#### Promotion to the Rank of Associate Professor

Lesa Davis, *Anthropology*  
 Mary Kimble, *Biology*  
 Dennis Grammenos, *Geography & Environ Stds.*

#### Promotion to the Rank of Associate Professor (continued)

Lucia Lombardi, *Foreign Languages and Literatures*  
 Cyndi Moran, *Communication, Media and Theatre*  
 Kris Over, *English*  
 Marina Polyashuk, *Mathematics*  
 William Sieger, *Art*  
 Jennifer Slate, *Biology*  
 Charles Steinwedel, *History*

#### Excellence Awards

Lawrence Berlin, *Linguistics*  
 Peter Chang, *Music*  
 Lesa Davis, *Anthropology*  
 Laurie Fuller, *Women's Studies*  
 Suzanne Gaskins, *Psychology*  
 Bradley Greenburg, *English*  
 Jon Hageman, *Anthropology*  
 Julie Kim, *English*  
 Libby Komaiko, *Music*

#### Excellence Awards (continued)

Timothy Libretti, *English*  
 Tracy Luedke, *Anthropology*  
 Daniel Milsky, *Philosophy*  
 Dennis Lee Mitchell, *Art*  
 Joel Olfelt, *Biology*  
 Steven Riess, *History*  
 Linda Rueckert, *Psychology*  
 William Stone, *Linguistics*

#### Instructor and Academic Support Professional Awards

Karin Alfaro, *Foreign Lang. and Literatures.*  
 Cathryn Bulicek, *Anthropology*  
 Steven Frankel, *Biology*  
 Richard Grossman, *History*  
 Michael Raley, *History*  
 Kayla Rihani, *Biology*

## NEWS YOU CAN USE.....

By Kate Forhan, Ph.D.

### **The Budget:**

Our total budget in FY08 is about \$19,000,000 of which over 90% is faculty, staff, and student personnel costs. Last year, all equipment budgets were frozen and the equipment budget line was removed. As your Department Chairs and Coordinators may have told you, in preparing the CAS budget this year, we were asked to reduce the allocation for the entire College by 2% overall. Consequently, we had to cut an additional \$385,000 out of our budget. That we managed to do this and still preserve our core priorities of instruction and faculty travel was no small feat.

The good news is that despite a drop in enrollment of over 3% and only a modest 1.9 % increase in the state's share of our funding, last month we received word that our equipment lines would be returned to us at 50% of the FY06 level.

### **Travel**

Each Department budget now includes an additional \$600 in travel funds to provide greater support for faculty conference travel. As you know, Department travel budgets consist of a very modest sum that is based on \$110 per capita. Departments can use

those funds to support scholarly presentations according to Departmental policies. For example, some units simply provide each person with his or her "share"; others emphasize support for the untenured, still others use a first come/first served policy. The additional \$600 sum however underlines the importance of each department having a working travel policy.

Additional support for travel has come from two other sources: The Provost recently announced that the GTF has had its total budget increased from \$30,000 to \$45,000 per year. While I expect that GTF funding for scholarly conferences will remain highly competitive, this significant increase in the Provost's budget should provide some welcome relief. I would urge applicants, however, to continue to provide complete and detailed information on the application form.

Secondly, Foundation support within the College has allowed us some additional travel funding, although on a smaller scale. These funds are targeted towards junior faculty research presentations.

### **Enrollments:**

You may have heard that our First Year class is smaller than usual, down some 500 students. The impact of this is seen in

our overall enrollment figures, which are down about 3.5%.

### **Curriculum:**

You may also have heard about the final report of the Writing Task Force (an ad-hoc Fac AC subcommittee) and its recommendations to improve writing not only across the University, but also in the disciplines. Ideally focused beyond the introductory level but before the capstone experience, these courses will focus on discipline-defined writing needs. Not only will students realize that writing is a method of learning and knowing, but because it is in the major, students may find it more relevant to their needs. Thus writing in the discipline may range from learning to keep lab notebooks and writing lab reports in the sciences, to writing catalog copy and query letters in the studio arts.

To aid in the development of writing-in-the-discipline, the Provost recently announced that we have received a \$2.5 million grant over a five year period to provide support for this initiative—the only such grant in Illinois!

## CAS 101 – FYI: Title Varies

By Mary Hay Verne

As one of the Assistants in the Dean’s Office, my job is to deal with student issues. This can be pretty much anything, and that’s what I’ll be talking about in this column...pretty much anything.

One of the things I hear from students is that it can be difficult to contact their instructors. Having your contact information (phone # and NEIU email address) current (and on your syllabus) is not only helpful to the students but to the Dean’s Office, as well. Every NEIU employee is given an NEIU email address. This will be especially important to use as we transition to Banner. In addition, this address will be absolutely necessary as of the Fall 2007 semester to access Blackboard. Non-NetID usernames and non-NEIU e-mail addresses will no longer work. Please go to the NEIUport Home Page (<http://neiuport.neiu.edu>) and set up your passwords and look up your e-mail address. If you need assistance, you can call NEIUport Help at 773-442-4230.

As I said, I’m here to assist the students, but I’m also here to assist the faculty. So, if you have any questions, feel free to call me at extension 5708. Oh yeah...my email is [m-verne@neiu.edu](mailto:m-verne@neiu.edu).

## THE DEAN’S TEAM

by Mark Sherkow

“May I see the Dean, please.” “I need to have the Dean sign this.” The Office of the Dean of the College of Arts and Sciences suffers a problem that many departments suffer. Sometimes people assume that the Dean is the person they must see for all issues or approvals.

But as we know, the Dean’s Office, like other departments, has a division of labor, where different people perform different functions, even on work the Dean eventually needs to approve. Here then, is “The Dean’s Team,” and what main functions each member of the team performs:

*Dean Kate Forhan*---“the Boss”

*David Rutschman, Associate Dean*—takes the place of the Dean in her absence and works on curriculum and student issues

*David Nissim-Sabat, Coordinator of Student Services*—Pre-professional Advisor, Grade Appeals

*Leotis Dunn, Administrative Assistant II*—Budget and Financial Affairs

*Mary Hay Verne, Administrative Assistant* —Student Affairs and Issues

*Connie Kadow, Administrative Assistant* —Class and Room Scheduling, Curriculum Review

*Cynthia Aguirre, Administrative Assistant*—Faculty Workload (forms D & E)

*Marlene Evans, Administrative Secretary*—Contracts

*Mark Sherkow, Chief Clerk*—Office Reception and Operation, Reports Assistance

I will discuss individual members of the team in future issues.



## College of Arts & Sciences Kaleidoscope

Kaleidoscope is your Newsletter. Let us know what features you would like to see, Kaleidoscope will be published Fall, Spring and Summer by the College of Arts & Science. Let us hear from you. Comments, story suggestions and submissions are welcome. Call us at ext 5711 or e-mail [C-Kadow@neiu.edu](mailto:C-Kadow@neiu.edu)