

**Liberal Arts Council**  
**September 24, 2013**

Present: T. Bordelon, M. Dixon, R. Priest, J. Hardgrave, S. Rode, R. Gennaro, P. Shaw (for S. Spencer), S. Hall, W. Rinks, C. Rivera, N. LaRowe (for MT Hallock Morris), E. Wasserman, C. York, and B. Christie.

Absent: M. Aakhus and I. Phillips

The meeting started at 9:03 a.m.

**I. Approval of Minutes**

The minutes of September 10, 2013 were approved unanimously.

**II. Program Modification Petition**

R. Gennaro introduced the petition to modify the Cognitive Science Minor. The petition was approved unanimously.

**III. Campus-Wide Demonstration of NVIVO 10**

R. Priest explained that NVIVO 10 is a qualitative analysis program that is relevant to the social sciences and has been used by faculty in Criminal Justice Studies for some time. There have been important updates to the software. T. Bordelon added that he is working with R. Toeniskoetter to determine if the University will be able to assist in acquiring a new license for the software. He would like to set up a time at which interested faculty would be able to attend a demonstration of the software so that interest in securing a campus-wide license for the program can be determined. It was decided that Friday at noon would be a good meeting time. T. Bordelon will send out an announcement to faculty once the meeting to demonstrate NVIVO 10 has been arranged.

**IV. Departmental Support from Provost/Foundation**

M. Dixon reminded chairs that they should use their departmental fund/org numbers when funding has been promised from the Office of the Provost or the USI Foundation. All funds will be reimbursed subsequently to departmental accounts. C. York added that any documentation of funding from either the Office of the Provost or the USI Foundation should accompany any paperwork (travel authorizations, etc) that faculty submit.

**V. Open Items from Chairs**

C. Rivera informed chairs that he had attended a conference last week that included an interesting session on assessment and a university's core curriculum.

S. Rode reminded chairs that Lin Pang Adams will present the first Global Salon today in UC206 at noon. She will discuss the USI in China Pilot Program.

T. Bordelon thanked the college's administrative assistants for their hard work in collecting all syllabi in the Dean's Office as we had been directed to do earlier this year.

C. Rivera reported that he is attempting to secure funding to host an event in celebration of Black History Month. It is tentatively scheduled for March 4, 2014.

#### **VI. Announcements**

M. Dixon reminded chairs that he still needs two faculty members (preferably from departments in the social sciences) to fill vacancies on the CLAFDA and LARA committees. He also asked chairs to send to him a list of the courses that have been submitted for inclusion in the CORE 39 or those courses that departments intend to submit for inclusion. Lastly, he also asked for chairs to forward the names of one faculty representative to serve on the college's academic misconduct committee.

The meeting was adjourned at 9:29 a.m.