

**Liberal Arts Council**  
**October 29, 2013**

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

Guest: C. Baker

The meeting started at 9:02 a.m.

**I. Approval of Minutes**

The minutes of October 22, 2013 were approved unanimously.

**II. Program Modification Petitions**

BSW. C. Baker introduced the petitions to modify the Bachelor of Social Work program. She explained that the rationale was to make the admissions process more efficient. The petition was approved unanimously.

International Studies. C. Rivera introduced the petition to allow students to complete more than two INST electives. Students are still restricted to no more than two courses outside of INST to fulfill their elective requirements. The petition was approved unanimously.

**III. New Course Petition**

INST473: C. Rivera introduced the petition. POLS473 will be cross-listed as INST473. The petition was approved unanimously.

**IV. Course Modification Petitions**

SOC 222. C. Baker introduced the petition to remove SOC 221 as a pre-requisite for SOC 222. The petition was approved unanimously.

ARTH222. J. deJong introduced the petition to change the prefix of HUM 222 to ARTH and to remove the CMST pre-requisite. The petition was approved unanimously.

**V. FYE and Liberal Arts**

M. Aakhus provided an update for chairs on recent discussions pertaining to the FYE. University Division will submit a course proposal for inclusion in the Core 39 that will provide a single-common experience for all incoming freshmen. We shall collaborate with University Division to provide the requisite number of faculty to staff the number of sections Liberal Arts will be expected to cover. The number of sections is not yet known.

**VI. Distance Learning Updates**

T. Bordelon provided a number of updates for chairs about Distance Learning. First, a Faculty Walk-In Center has been established for immediate assistance. Second, a Mobile Support Station will be set up on the second floor of the Liberal Arts building from 1:00-3:30 every Tuesday. Lastly, Quality Matters certification is now available

for faculty. This is a voluntary experience for faculty who wish to participate in it. T. Bordelon asked chairs to submit to him a list of those faculty in their departments who teach distance-learning courses and how often those courses are offered. He requested that information about hybrid courses be submitted also.

### **VII. Oral History Interviews for Guest Speakers**

S. Rode suggested that the College of Liberal Arts establish a process by which interviews with guest speakers brought to campus can be archived. M. Aakhus stated that transcriptions of interviews would need to be completed and that the College of Liberal Arts will try to provide resources to do this. He also noted that a contract for speakers will have to be prepared so that their interviews can be recorded and archived. R. Priest noted that IRB approval is necessary for this initiative as the recorded interviews or transcripts of them can be used for research purposes. M. Aakhus added that the Library Archives would be the most practical repository for the interviews. J. deJong noted the the Archives have the equipment, staff, and experience for doing this.

### **VIII. Travel Policy Request**

M. Aakhus thanked M. Stacer for the work she has done to help formulate effective procedure that complies with the new Travel Policy. He added that a written policy will be drafted that outlines, step-by-step what faculty must do to comply with the new policy.

### **IX. Open Items from Chairs**

C. Rivera informed chairs that he is attempting to bring a group to campus for Black History Month he is trying to finalize a date. He is considering February 28, 2014 and he requested that chairs inform him of any conflicts.

S. Spencer announced that the Academic Planning Council yesterday approved the MA in English and the Board of Trustees will be consider it next week. A fall 2014 implementation date is expected.

### **X. Announcements**

R. Priest reminded chairs that the SAC Field Day will be held on the Quad this coming Friday, November 1, 2013.

The meeting was adjourned at 9:48 a.m.