

**Liberal Arts Council**  
**November 5, 2013**

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

Absent: S. Hall

The meeting started at 9:04 a.m.

**I. Course Modification Petitions**

N. LaRowe introduced the course modification petitions for POLS371: The United Nations, 383: Government and Politics of Latin America, 384: The Middle East, 385: Western European Politics, 471: International Organizations, 473: International Law, 481: Politics of Developing Nations, and 487: Government and Politics of Communist and Post-Communist States. The modifications to these courses include changes to pre-requisites. The petitions were approved unanimously.

**II. Course Deletion Petitions**

N. LaRowe introduced the petitions to delete POLS345: Man vs. the State and 412: The Politics of Education. These are courses that the department no longer has staff to deliver. The petitions were approved unanimously.

**III. Assigned/Release Time Report**

M. Aakhus initiated a discussion of the report on assigned/release time within the College of Liberal Arts. He indicated that he will begin requiring an annual report from those with ongoing assigned time in which they will detail their activities. Assigned time will be evaluated annually on the basis of these reports. He also noted that the description of responsibilities for which assigned time is awarded should be updated regularly.

**IV. Faculty and Parent Meetings**

M. Dixon initiated a discussion concerning parents' presence at meetings between students and adjunct faculty. A question has been raised as to whether or not a full-time faculty member's presence should be required at such meetings. The consensus was that as long as the student signs the release form (without a parent present) that these meetings did not require also the presence of a full-time faculty member.

**V. Open Items from Chairs**

J. Hardgrave continued the discussion of FERPA, asking if faculty should require students who request letters of recommendation to sign the release form. Several chairs noted that this would not be necessary, as long as the faculty member writing the letter does not include protected information (e.g. grades) within it.

**VI. Announcements**

J. Hardgrave announced that the Center for Communal Studies will present the lecture "Branches of One Living Tree: Advancing Shakerism Across the American Frontier" by Carol Medlicott, Associate Professor of Geography at Northern Kentucky University on Monday November 11, 2013 in Kleymeyer Hall at 11:00 a.m.

The meeting was adjourned at 9:52 a.m.