

**Liberal Arts Council Meeting**  
**September 20, 2011**

**Present:** M. Aakhus, M. Dixon, T. Bordelon, D. Craig (for E. Wasserman), K. Waters, S. Spencer, J. Evey, S. Rode, I. Phillips, R. Priest, T. Hunt, R. Gennaro, MT Hallock Morris, W. Rinks, C. York, and B. Christie.

**I. Minutes for Approval**

Minutes from August 11 were reviewed and approved. Minutes from August 30 were approved with emendations. Minutes from September 6 were approved with one emendation.

**II. Technology Update - T. Bordelon**

Richard Toeniskkoeter is the new executive director of the Department of Information Technology, formerly the Computer Center and Information Technology Services. T. Bordelon outlined the initiative to replace old equipment within the College of Liberal Arts with new, high-grade equipment. Fifty new computers have been installed this semester. Please let T. Bordelon know of any equipment that needs updating or replacement.

**III. Exams in the Main Office - J. Evey**

Since moving the area for copy requests for exams to the LA work room area, the log book is no longer being used. Security for these exams is critical and the log book process should be reinstated. C. York and K. Oeth will develop a more secure system for handling these tests in the new location.

**IV. Proposal to Faculty Senate**

J. Evey and S. Spencer have drafted for submission to the Faculty Senate a charge to "change the pay period for new faculty from September through June to August through May." T. Hunt made the motion to endorse the proposal and it was seconded by W. Rinks. The council was unanimous in its approval. J. Evey and S. Spencer will now submit the charge to the Faculty Senate.

**V. Disclosure Form**

The disclosure form for students to sign if they want their parents present at the meeting with faculty advisors was revisited. A. Fortune has three versions of the form and other units on campus have their own versions. D. Craig advised that any form used by the

college should first be sent to Academic Affairs for approval by the University's attorney. T. Hunt recommended that it also include a FERPA disclaimer. M. Aakhus said he would ask at the deans' council what is being used by other colleges and if there is an approved standard version for the university. M. Dixon will also look into the use of other disclosure forms across campus.

## **VI. New Business**

Questions were raised concerning the costs associated with faculty Interlibrary Loan requests and the support of faculty research.

### **Announcements**

**K. Waters** – The USI Art Faculty Art Exhibition and James Parrent Memorial Exhibit reception will take place on Sunday, September 25, 2:00-4:00 in the Kenneth P. McCutchan Art Center/Pace Galleries.