

**Liberal Arts Council Meeting**  
**March 1, 2011**

**Present:** M. Aakhus, J. Evey, R. Priest, M. Dixon, E. Wasserman, J. deJong, S. Rode, S. Spencer, R. Gennaro, W. Rinks, M.T. Hallock Morris, C. York, and B. Christie.

**I. No Minutes for Approval**

**II. CLAFDA/LARA Deadline – M.T. Hallock Morris**

The deadline for these awards is today at 4:30. Applicants need a memo from their Chair approving release time. New guidelines being developed will include a rubric.

**III. Arts and Heritage Management**

E. Wasserman reported that the program should be ready for Fall 2012. Two course proposals for the program were presented to the council for approval. After review and some minor adjustments, AHA 201 and AHA 251 were approved. The departments of Art, History, Performing Arts, and Anthropology will provide additional courses for the program.

**IV. Changes for FAR Form**

Student paper evaluations should not be sent forward with the FAR. M. Aakhus will develop a check list for chairs and directors.

**V. Chairs' Annual Report Form**

A draft of the form was sent to the council members. These reports are due April 15. An online evaluation of Chairs was recommended. All Chairs agreed that they need more time to process the results of the Dean's report before meeting with him.

**SPRING ASSESSMENT DAY** – Faculty members are all expected to be on campus for meetings that morning. No faculty member will be asked to help with testing this spring, however; proctors are still needed for fall assessment.

**VI. Office Hours Policy and VII. Work Week Policy**

These are issues of concern for many LA departments, particularly regarding faculty members off campus during the week who do not respond to emails from Department Chairs and/or students in a timely manner. The idea of a College policy was discussed and tabled until the next meeting.