

**Liberal Arts Council**  
**March 18, 2014**

Present: M. Aakhus, M. Dixon, J. deJong, J. Hardgrave, S. Rode, S. Spencer, I. Phillips, T. Schroer, W. Rinks, MT Hallock Morris, C. Rivera, R. Gennaro, and E. Wasserman.

Absent: T. Bordelon, J. Evey, C. York, and P. Moore

Guests: Walter Fisher (Applications Systems Analyst) and Jason Guerin (Systems Administrator)

The meeting started at 9:00 a.m.

**I. Black Board Templates for Departments (J. Guerin and W. Fisher)**

J. Guerin and W. Fisher demonstrated to chairs how departments can create course templates in Black Board. J. Guerin suggested that using a directory structure to populate files would be the best way by which to export course materials from the old version to the new version of Black Board.

**II. Approval of Minutes**

The minutes of March 4, 2014 were approved unanimously.

**III. Budget Hearing Update: Recruitment and Retention Initiatives**

M. Aakhus discussed the budget hearing process, and noted that he will deliver a preliminary presentation this Friday with the Liberal Arts priorities. The actual hearing will be on Wednesday April 2. He explained that the emphasis of our requests must be placed upon one-time funding for recruitment and retention initiatives. We must, he added, become more pro-active in our recruitment of students. Several departments within the College of Liberal Arts have established already models by which relationships and partnerships have been established with regional high schools. This represents one means by which we can develop effective strategies to recruit students within a highly competitive market. We must, S. Spencer added, identify niche markets for our institution. M. Aakhus also noted that retention of students currently enrolled is also a concern. He suggested that chairs work to identify "bottleneck" courses that might impede retention of students. M. Aakhus will need a completed budget request form and cost estimate form submitted for all items that chair request.

**IV. Degree Works/Orientation Update**

M. Dixon reminded chairs that the first new student orientation days will be on Thursday and Friday March 27 and 28. It is now certain that Degree Works will not be available for use on those days. M. Dixon distributed to chairs a new advising form for use within the College of Liberal Arts that includes Core 39. He requested that chairs submit to him any suggestions for change on the form. It will be distributed to departmental administrative assistants for use in advising sessions with new students next week.

**V. Announcements**

M. Aakhus reminded chairs that G. Merriam will deliver the Cooper Teaching Award lecture later today.

R. Gennaro announced that Dr. John Corvino will present the 2014 University of Southern Indiana College of Liberal Arts Distinguished Scholar Lecture, "Haters, Sinners, and the Rest of Us: The Gay Debate Today," at 4:30 p.m. on Wednesday March 26 in Forum III.

J. Hardgrave reminded chairs that Mattie Miller will deliver the 2014 Berger Lecture on March 19, at 4:00 p.m. in Rice Library 0017.

S. Spencer announced that the Higher Learning Commission approved unanimously the Master of Arts in English, which will be available to students beginning in fall 2014.

The meeting was adjourned at 10:29 a.m.