

**Liberal Arts Council  
September 2, 2014**

Present: M. Aakhus, M. Dixon, J. deJong, J. Hardgrave, S. Rode, I. Phillips, T. Schroer, W. Rinks, MT Hallock Morris, S. Spencer, H. Braysmith, R. Gennaro, A. Mark (for J. Evey), C. Rivera, E. Wasserman, R. Rowland, K. Oeth, R. Lutton, and P. Moore.

The meeting started at 9:03 a.m.

**I. Retention Initiatives**

M. Aakhus discussed briefly the need to develop new initiatives to increase our retention rate. Among the initiatives discussed, he reminded chairs that faculty should administer a graded assignment by the end of the third week of the semester. Progress reports will be sent to students after the end of the third week and again after the end of the sixth week. R. Rowland requested that chairs inform either her or M. Razor if a student has not been attending class or is not doing well in one. They will reach out to these students and direct them to Academic Skills or to the appropriate place where help can be obtained. M. Dixon also reported that advising holds will not be placed on all students this semester.

R. Gennaro asked what we intend to do with the Liberal Arts visiting scholars program. M. Aakhus indicated that we most likely shall have to use it again as a rotating position as we had in the past. He noted that we may use it to cover departments that are affected by sabbatical leaves. We shall revisit this issue later in the fall.

M. Aakhus also added that all departments with position vacancies due to departures or retirements should approach this as they would they budget hearing process. Chairs should submit both a budget request form and a cost estimate form. Chairs should consider also ways that their departments can reposition themselves with these replacement positions.

**II. Liberal Arts Assessment**

J. deJong and M. Dixon distributed again the Departmental Assessment Report form that had been discussed at the August 15 retreat. They requested additional feedback from chairs on the form. J. deJong also reminded chairs to submit updated program assessment plans or new program assessment plans by Wednesday October 15, following fall break.

**III. Minimum Enrollments for DE and face-to-face Courses**

M. Aakhus reported that he and M. Dixon have been looking closely at the maximum enrollment caps for all courses. He noted that there is significant inconsistency among DE courses within the College of Liberal Arts and that those DE courses with lower caps should be adjusted for the spring 2015 semester to ensure greater consistency. He requested that chairs also monitor closely the maximum enrollment caps for the face-to-face courses their departments offer. S. Spencer observed that more analysis of DE courses and demand for them are necessary for chairs to schedule properly courses delivered by both means.

**IV. Honors Day Start Time**

R. Gennaro asked if we could change the start time for Honors Day to 4:30, to allow faculty who teach until 4:15 to attend. A general discussion ensued in which the merits of 4:00 and 4:30 start times were identified.

#### **V. Web Pages and Umbraco Training**

M. Dixon reported that D. Norris would like to schedule this fall training sessions for faculty who have been granted access to manage web page content for their departments. He asked that chairs send to him possible dates and times for these sessions.

#### **VI. Open Items from Chairs**

T. Schroer asked what type of information should be submitted for the "Points of Pride." M. Aakhus responded that any student or faculty accomplishments would be appropriate. S. Rode suggested that the final question on the Departmental Assessment Report form could be to list three points of pride.

W. Rinks asked when the first scheduled Degree Works training session would be scheduled. R. Rowland will discuss this with the Registrar and inform faculty when these sessions will commence.

R. Rowland also requested that all chairs submit to her a description of the process they use for working with students who have been academically dismissed.

#### **VII. Announcements**

H. Braysmith announced that Richard Kane's film *Jon Imber's Left Hand* will be shown in Kleymeyer Hall on Friday September 5 at 3:30 p.m.

P. Moore reminded chairs that the Liberal Arts Dean's Student Advisory Council will meet again this fall on the first Wednesday of each month at noon. She requested that chairs identify a student who can attend and to send their names and e-mail addresses to her and to M. Dixon.

The meeting was adjourned at 10:27 a.m.