**Liberal Arts Council  
October 21, 2014**

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

Absent: P. Moore

The meeting started at 9:06 a.m.

**I. Approval of Minutes**

The minutes of the September 2, September 9, September 16, September 23, and October 7, 2014 meetings were approved unanimously.

**II. Curriculum Petitions**

R. Gennaro introduced the course modification petition for PHIL312: Ethics in the Professions, which will now be named Business Ethics. The petition was approved unanimously.

S. Spencer introduced the petition to modify the prerequisites for ENG 302: Creative Writing. The petition was approved unanimously.

He also introduced the program modification for the Language Arts minor. The petition was approved unanimously.

T. Schroer introduced the petition to modify the Criminal Justice Studies major and minor. The petition was approved unanimously.

MT Hallock Morris introduced a new course petition for POLS490: Political Science Internship. The petition was approved unanimously.

She also introduced course deletion petitions for POLS495: Judicial Internships and POLS496: Legal Internship. Both petitions were approved unanimously.

Lastly, she introduced a program modification petition for the Political Science major and minor. The petition was approved unanimously.

**III. Recruitment: Southern Hospitality Days and Exploring Majors and Minors Fair**

M. Dixon reported on the October 18 Southern Hospitality Day, noting that some issues remain unresolved. He reminded chairs to share with their departments’ presenters the plan of the LA first floor that includes a precise schedule of the session. He also requested that presenters have their tables set up by 8:45 a.m. M. Aakhus and J. deJong also commented on their observations and made suggestions as to how the Liberal Arts academic session can be improved. They suggested, for example, that a faculty member could be present at each session to represent all programs. Southern Hospitality Days represent important opportunities for the College of Liberal Arts and its programs to recruit prospective students. It is imperative that we collectively present ourselves as positively as we possibly can and in a way that reflects accurately the excellence of our faculty and the programs we offer.

M. Dixon also noted that not all departments were set up for the Exploring Majors and Minors Fair by 10:00 a.m., the time at which the event started. He requested that chairs ensure that their tables are staffed throughout the entirety of the event. He reminded chairs to submit any changes they want to make prior to the event when University Division requests them.

**IV. Travel Authorizations Forms**

R. Lutton requested that chairs remind their faculty to submit to her their travel authorization forms. She will secure the Dean’s signature, scan the forms, so that she has a record of them, and forward these to Travel Services.

**V. Degree Works Training Sessions**

R. Rowland reported on the Degree Works training sessions she has held already, and she reminded chairs of the dates and times at which future sessions will occur. She requested that chairs encourage their faculty to attend one of the sessions.

**VI. Open Items from Chairs**

M. Aakhus requested nominations from chairs for a graduating senior to deliver the Liberal Arts Reflections speech at the December Commencement Exercises. He also solicited names of alummi/-ae who would be able to deliver an address at the May Commencement Exercises.

T. Schroer reported that some faculty in his department have experienced difficulty with the Writing Center.

He also requested clarification regarding the re-hiring of adjuncts who have not taught at USI for more than one year. K. Oeth noted that these individuals do not need to resubmit official transcripts, but must submit again an application for employment.

T. Schroer also suggested that the College of Liberal Arts begin to collect its own data to calculate our students’ four-year graduation rates. The data currently collected for this purpose does not take into account the fact that many of our students declare majors within our college in their second and third years at USI; a fact that he and others noted can impede students’ ability to graduate within four years. A consensus was reached quickly that we need to examine closely the data that pertains to our students.

S. Spencer sought clarification regarding what, and how much, faculty under review can submit. Some faculty have been led to believe that no more than one two-inch binder may be submitted. M. Aakhus replied that he will not be able to accept four or five of these binders, but otherwise faculty should submit what they believe is necessary.

**VII. Announcements**

W. Rinks announced that the Communications Department will sponsor the fall 2014 Community of Scholars presentation. Dr. Robert Terrill (Indiana University) will deliver “Barack Obama, the Confines of Race, and Ferguson, Missouri,” on Friday November 14, 2014 at 2:00 p.m. in Kleymeyer Hall.

The meeting was adjourned at 10:33 a.m.