**Liberal Arts Council  
October 28, 2014**

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

Guest: N. LaRowe

The meeting started at 9:02 a.m.

**I. Approval of Minutes**

The minutes of the October 21, 2014 meeting were approved unanimously.

**II. Curriculum Petitions**

Legal Studies/Pre-Law. N. LaRowe introduced petitions for and Experimental Moot Court course and an Experimental Legal Writing and Research course. He also introduced a petition to modify the Pre-Law and Legal Studies minors. All petitions were approved unanimously.

Theatre. E. Wasserman introduced an Undergraduate New Course Petition for THTR420: Theatre Laboratory III. He introduced also petitions to modify the Theatre Arts major and minor programs. All petitions were approved unanimously.

Sociology. T. Schroer introduced the petition to modify the Sociology major and minor. Anthropology courses have been removed from the elective options and a few other modifications have been proposed. The petition was approved unanimously.

History. J. Hardgrave introduced new course petitions for HIST300: Topics in U.S. History, HIST310: Topics in World History, HIST320: Topics in European History, HIST325: Introduction to Public History, and HIST395: Independent Study in History.

Additionally, he introduced a petition to modify the History major. All petitions were approved unanimously.

Art. H. Braysmith introduced petitions to modify the Art major (all emphases, save Art History), the Art major with Art History emphasis, the Art History minor, and the Visual Art Teaching (P-12) major. All petitions were approved unanimously.

M. Dixon thanked the Curriculum Petition Review Committee and the College Curriculum Committee chair for their work throughout the semester and reminded chairs that the date for the submission of course/program modification petitions in spring is March 1, 2015. He moved that all petitions be submitted to the Curriculum Petition Review Committee by February 10, 2015 so that they can be considered at or before the Tuesday February 24, 2015 LAC meeting. The motion was seconded and approved unanimously.

**III. Merit Raise Rubric**

M. Aakhus reminded chairs that he would like each department to develop this year a merit raise rubric to be used when recommending merit raises. S. Spencer discussed the process by which the English department developed its merit raise rubric that had been distributed to chairs. Several lauded the English rubric and the process by which it was created, while noting that it may not be a model for all departments, especially those with fewer full-time faculty. J. Evey also observed that the English rubric does not address the areas of teaching and service equally with the area of scholarship.

**IV. Departmental Awards/Scholarships**

M. Aakhus reported on a recent meeting with G. Bryant (USI Foundation) to discuss what awards and scholarships the College of Liberal Arts and its departments can distribute this year and how the college or individual departments might recognize the recipients. In short, we anticipate that all scholarships and awards will be distributed this year; we shall learn definitively by mid-December. M. Aakhus noted also that departments may arrange small-scale receptions at which to recognize the recipients of awards and scholarships.

**V. Summer Teaching and Adjunct Faculty**

M. Aakhus informed chairs that new regulations for adjunct faculty teaching loads in summer sessions will be discussed at the Council of Chairs and Program Directors meeting on Wednesday October 29. He also urged chairs to monitor closely enrollments in their departments’ classes to ensure that

The meeting was adjourned at 10:32 a.m.