**Liberal Arts Council
December 2, 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, and P. Moore.

Absent: R. Lutton

Guest: A. Statham

The meeting started at 9:00 a.m.

**I. Assessment**

A. Statham reminded chairs of the guidelines for the departmental assessment plans. She announced also that she, J. deJong, or M. Dixon would meet with each chairs individually to discuss the plans submitted in October. She would like to know how departments will collect data and where it will be stored so that she will have access to it when writing her college assessment report in summer 2015.

A lengthy discussion ensued, concerning what data and artifacts should be stored, and how much is necessary. A. Statham requested that each department collect and store data and artifacts as they deem necessary. Secure space will be created for each department on the M:/drive. Artifacts can be stored either electronically or in paper form.

**II. MALS Director**

M. Aakhus will distribute to faculty a call for the submission of applications to direct the MALS program. He requested feedback from chairs on the proposal. Several questions were raised concerning eligibility and compensation for the position.

**III. Guidelines for Hospitality Expenses**

J. deJong circulated a document available on the website of the Provost’s Office in which the guidelines for hospitality expenses are clarified. M. Aakhus reminded chairs to follow the policies contained within the guidelines.

**IV. Enrollment for Spring Courses**

A general discussion occurred in which chairs noted several reasons that some students have been unable to register for spring 2015 classes. Several chairs reiterated their concerns with the number of holds that have prevented preregistration.

The meeting was adjourned at 10:30 a.m.