**Liberal Arts Council  
November 11, 2014**

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

Absent: R. Lutton

The meeting started at 9:00 a.m.

**I. Approval of Minutes**

The minutes of the October 28 meeting were approved unanimously.

**II. Scheduling Events with Food**

M. Aakhus advised chairs that all on-campus events at which food is to be provided must be approved in advance by the Provost. Any requests for events should be forwarded to M. Aakhus, who will forward approval to C. Franks in the Provost’s Office.

**III. MALS Director**

M. Aakhus announced that S. Zehr will step down as director of the MALS program at the conclusion of the fall 2014 semester. He informed chairs that a search for an interim director would be initiated and he requested from chairs any suggestions on the process.

**IV. Spring 2015 Course Enrollments**

M. Dixon noted that enrollments for many spring 2015 courses are very low at this time. He observed that the implementation of Core 39 and declining enrollment at the university have impacted enrollments. He encouraged chairs to continue to monitor course enrollments closely and to consider the cancellation of any courses now that will not meet minimum enrollment. It is preferable to do this now, he added, so as not to affect adversely students’ schedules if a course must be cancelled during the week before the semester begins.

R. Rowland provided chairs with information about the number of Liberal Arts students who have registered already for spring 2015 classes. She will continue to compile this data after the conclusion of priority registration and share it with chairs.

M. Aakhus suggested that chairs consider scheduling classes with a cap of zero so that we can secure rooms at high-demand times. These courses can be opened for registration if other sections have neared or reached maximum enrollment.

**V. Open Items from Chairs**

S. Spencer requested clarification on the policy that requires travel authorizations to be completed four weeks prior to the date of travel, observing that scenarios might arise in which arrangements cannot be made this far in advance. M. Aakhus responded that the issue concerns liability and that in certain cases, an exception can be made. He reminded chairs further to have their faculty submit their travel authorizations to R. Lutton, who will obtain the necessary signatures, copy the form, and forward it to the Provost’s Office.

**VI. Announcements**

J. Hardgrave announced that S. Hughes will present “’The Community Became an Almost Civilized and Christian One’: John Stewart’s Mission to the Wyandots and Religious Colonialism as African American Racial Uplift” on Wednesday November 12 at 11:00 a.m. in Kleymeyer Hall.

W. Rinks informed chairs that the Communications department will host two speakers on Friday November 14. James Yamashita, a 2001 USI graduate with a PRA major will talk with students about his experience at UIS and the importance of a college education in RL 0017 at 1:00 p.m. Dr. Robert E. Terrill (IU, Bloomington) will deliver the 2014 Community of Scholars lecture “Barack Obama, the Confines of Race, and Ferguson, Missouri” at 2:00 p.m. in Kleymeyer Hall.

E. Wasserman noted that *Lysistrata* opens on Wednesday November 19 and runs through Sunday November 23. He announced also that the first show of the spring semester will be produced in the Teaching Theatre.

The meeting was adjourned at 10:41 a.m.