**Liberal Arts Council
February 10, 2015**

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

Absent: MT Hallock Morris.

The meeting started at 9:02 a.m.

**I. Curriculum Petitions**

Latin 344: Latin Literature in Translation. M. Dixon introduced the new course petition. The petition was approved unanimously.

Classical Studies Minor. M. Dixon introduced the program modification petition. The modification was approved unanimously.

WLC 365: Introduction to Applied Linguistics. S. Rode introduced the course modification petition. The petition was approved unanimously.

Course Deletion Petitions: FREN365, GERM365, SPAN365. S. Rode introduced the petitions. All three were approved unanimously.

Program Modification Petitions: French Studies, French Studies Teaching, German Studies, German Studies Teaching, Spanish Studies, Spanish Studies Teaching. S. Rode introduced all six program modification petitions. All were approved unanimously.

Consideration of these petitions was followed by a general discussion of Curriculog. Chairs agreed that all petitions should be circulated first within the department within which it originates. After a majority within the department approves a petition, any syllabi, description, rationale, or other pertinent information should then be forwarded electronically via e-mail to the College of Liberal Arts Curriculum Petition Sub-Committee. Once the sub-committee has agreed that a petition is ready to be considered by the Liberal Arts Council, the petitioner should then launch the proposal in Curriculog. This process will, hopefully, prevent situations that require modification(s) to a petition in Curriculog, which can be accomplished only if it is rejected, modified, and subsequently re-launched.

**II. Budget Proposals**

M. Aakhus reported on the budget process. He advised chairs to concentrate on one-time cost items that have a connection to recruitment and retention initiatives. He also requested that chairs review their priorities for new faculty lines and submit these requests by Friday 13 February. A ballot to rank these requests will be circulated to chairs on Monday 16 February.

**III. Orientation Program**

R. Rowland provided an overview of the new orientation format. In short, one group of students will be advised while a second group will have approximately one hour for some activities. After the first group has been advised those students will have the opportunity to participate in the same activities. Some options for this one-hour window include allowing students to sit in on a class, visit the McCutchan Art Center/Pace Galleries, the Lawrence Library, radio and tv studios, language lab, or other areas. The advising/activities window will be from noon-3:30. The first orientation sessions are scheduled for March 25 and 27. April 18 will be the first transfer student orientation.

**IV. College of Liberal Arts Draft Strategic Plan**

J. deJong invited chairs to comment further upon the draft strategic plan. Several chairs reported that their faculty supports the document. E. Wasserman moved that approval of the plan be considered now; W. Rinks seconded the motion. The College of Liberal Arts Strategic Plan was approved unanimously.

**V. Honors Profile Sheets**

R. Lutton reminded chairs that profile sheets should be completed and returned to her by Wednesday March 4. She will let chairs know if we shall be able to get certificates for those students who receive awards. She also noted that the Foundation provides no profile sheets for those awards that do not include a cash award.

S. Spencer suggested that the Dean’s office work with University Relations and News and Information Services to send out news releases about student achievements to local and regional media.

**VI. Announcements**

E. Wasserman announced that Gary Sloan (Catholic University) will be on campus tomorrow (February 11) to speak with students.

The meeting was adjourned at 10:19 a.m.