**Liberal Arts Council
April 21, 2015**

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

Absent: R. Rowland.

The meeting started at 9:02 a.m.

**I. Approval of Minutes**

The minutes from the meetings of March 17, 2015, March 24, 2015, March 31, 2015, and April 7, 2015 were approved unanimously.

**II. Tenure and Promotion Checklist**

J. deJong introduced the draft Tenure and Promotion Checklist for discussion. J. Evey recommended that a timeline of activities (teaching, scholarship, service) be required of candidates seeking tenure and promotion. The draft document was approved unanimously.

**III. Fall-to-Spring Retention Data, 2013-2014 and 2014-2015**

M. Aakhus initiated a discussion on the decline in percentage of first-time, full-time students retain from 2013-2014 to 2014-2015. Some noted that the 2013-2014 rate may be an anomaly as the 2014-1015 percentage is similar to that from years prior to 2013-2014. A discussion on what initiatives may help improve this retention rate followed. One suggestion was for departments to ensure that students take at least one course within their major during the freshman year.

**IV. Faculty Absence from Class Policy**

M. Aakhus reminded chairs to communicate the college’s policy on absences from class to all faculty, as some may not be familiar with it. There was a consensus that the policy should be revised and updated.

**V. Open Items from Chairs**

C. Rivera reported that the Berger lecture was held last week.

S. Rode noted that the World Languages and Cultures Department held its honors banquet last week and that the event was very successful. J. Hardgrave also reported that the History department also held a successful event recently.

**VI. Announcements**

I. Phillips reminded chairs that the Social Work Department’s Research Expo and Agency Fair will be held on Monday, April 27 in Carter Hall, with student presentations to take place from 4:30-6:00 p.m.

E. Wasserman announced that *Spring Awakening* will open on Wednesday, April 22.

T. Schroer informed chairs that the SAC Club’s annual Field Day will take place on Friday, April 24.

J. Hardgrave announced that the History Department will hold its annual Book Adoption on Wednesday, April 22.

S. Spencer reminded chairs that Susannah Nevison, recipient of the 2014 Patricia Aakhus Award, and Ross Gay will read selections of their poetry on Thursday, April 23 in ED1101, 12:00-1:00 p.m.

The meeting was adjourned at 9:50 a.m.