**Liberal Arts Council  
September 8, 2015**

Present: M. Aakhus, M. Dixon, J. deJong, S. Rode, I. Phillips, T. Schroer, S. Spencer, W. Rinks, O. Armeanu, H. Braysmith, P. Raymond, J. Hardgrave, D. Hitchcock, K. Oeth, D. Pellant, and R. Lutton

Absent: E. Wasserman and R. Rowland

The meeting started at 9:03 a.m.

**I. Curriculum Petitions**

Visual Art Teaching Major, Program Deletion. H. Braysmith introduced the petition to delete the program, which had covered grades 5-12; the state of Indiana now requires that it cover P-12 a program that has been approved and which necessitates the deletion of the old program. The petition was approved unanimously.

Course Modification Petitions for ARAB499, CHIN499, FREN499, GERM499, JPN 499, SPAN499. S. Rode introduced these six petitions as a group and requested the modification to allow these courses to be repeated without limit, as long as the topic is different in each instance. The petitions were approved unanimously.

Course Modificiation Petitions for ENG 330 and ENG 375. S. Spencer introduced the petitions to change the pre-requisites for each course. The petitions were approved unanimously.

**II. Southern Hospitality Day Format**

M. Dixon circulated a plan of the Liberal Arts Center, first floor that depicted the room assignments used for Southern Hospitality Days last year. Both the Psychology Department and the Sociology, Anthropology, and Criminal Justice Studies Department will hold their own information sessions this year, and each department has requested a room for this.

**III. Open Items from Chairs**

H. Braysmith asked how, if at all, the university markets individual departments. M. Aakhus suggested that we invite K. Strupp to a meeting later this semester. Others noted the importance of a department’s web site in marketing.

O. Armeanu asked if a student worker experienced with web page design could be hired to perform web site maintenance and make updates to pages. M. Aakhus noted that we might be able to identify design students for this purpose.

I. Phillips described briefly a certificate program currently in development and asked how this should be approached. The recommendation was that this should be submitted as a program modification.

H. Braysmith asked chairs how they monitor the progress of tenure-track faculty after their third-year review. M. Aakhus noted that this is most commonly accomplished through review of the individual’s Faculty Annual Report (FAR). J. deJong added that all tenure-track faculty should have their teaching observed annually by their peers.

T. Schroer requested information on the efforts to address the issues created by voice lessons on the third floor. M. Aakhus responded that he is seeking a solution.

W. Rinks asked if new faculty have been assigned faculty mentors; M. Dixon responded that all first-year and second-year tenure track faculty have been assigned mentors for the current year.

P. Raymond asked for clarification concerning the payment of professional membership dues, and whether or not departments are permitted to pay for these expenses. M. Aakhus will look into this question.

**IV. Announcements**

J. Hardgrave reminded chairs that this Friday, September 12, T. Hunt will deliver the first Liberal Arts Faculty Colloquium of the year. The presentation will be in Kleymeyer Hall at 3:00.

T. Schroer announced that M. Stacer will moderate a panel at Ivy Tech Community College tomorrow evening that will address the topic of prisons.

The meeting was adjourned at 9:52 a.m.