**Liberal Arts Council
November 17, 2015**

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

Guests: S. Bequette

The meeting started at 9:02 a.m.

**I. Public Safety Active Shooter Training Session**

S. Bequette (Public Safety) showed the video “Shots Fired on Campus” and answered chairs’ questions about active shooter situations. One question concerned the ability to lock a classroom or office door from inside. S. Bequette indicated that this is something that will happen in the near future.

**II. Curriculum Petition**

H. Braysmith introduced the new course petition for ARTH261. The petition was approved unanimously.

**III. Student Registration Numbers and Orientation**

R. Rowland discussed new student orientation for Friday November 20, and requested that chairs help with advising those students who will participate.

**IV. Student Travel Policies**

M. Dixon reminded chairs of the Student Domestic Travel Policy and also the policies for faculty-led trips abroad. He noted that it is important for emergency contact information to be on file before students depart for a trip. E. Wasserman asked for clarification concerning the difference, if any, between a field trip and a trip that is part of a class. M. Aakhus suggested that J. Hunt (Risk Management) be invited to a future meeting to discuss this and other concerns.

**V. Open Items from Chairs**

E. Wasserman announced that Tartuffe opens this Thursday, November 19, in the USI Performance Center and will run through Sunday November 22.

H. Braysmith reminded chairs that the Senior Seminar Exhibition opened in the McCutchan Art Center/Pace Galleries and will remain open until December 2, 2015.

J. Hardgrave announced that M. Susott will present for the College of Liberal Arts Faculty Colloquia Series, “North of the Wall: Artifacts and Cultures beyond the Walls in Roman Britain,” this Friday November 20 at 3:00 p.m. in Kleymeyer Hall. He added that “Lest We Forget: The Preservation of the Lives from the Past,” a student-curated exhibit in the Lawrence Library, Liberal Arts Center 0119, opens on Friday November 20, with a reception from 3:30-5:30 p.m.

**VI. Announcements**

K. Oeth announced that the process of building the fall 2016 schedule has begun, and she requested that chairs submit as much of the schedule as possible by December 18.

K. Oeth reminded chairs that the process for building fall 2016 schedules has begun, and she requested that chairs submit to their administrative assistants a draft of their schedules by Friday December 18, 2015.

The meeting was adjourned at 10:25 a.m.