**Liberal Arts Council**

**26 January 2016**

Present: J. deJong, M. Dixon, S. Spencer, R. Rowland, J. Hardgrave, K. Bonnell, E. Wasserman, K. Oeth, T. Schroer, R. Lutton, H. Braysmith, D. Hitchcock, I. Phillips, R. Gennaro, O. Armeanu, W. Draper and D. Pellant.

Guest: L.A. Howard

The meeting began at 9:02 a.m.

**I. Curriculum Petitions (Leigh Anne Howard)**

CMST BA/BS Program Modification, including the re-introduction of CMST 101 as a major requirement.

CMST286

CMST303

CMST386

LIBA497 – CMST331

LIBA497 – CMST433

All course petitions were approved unanimously.

The Film Studies New Program Petition was also unanimously approved.

**II. Approval of Minutes** –

The minutes of November 17, December 1, and December 8, 2015 were approved unanimously.

The minutes of January 14, 2016 were approved unanimously with the following emendations: J. Hardgrave to be added to the list of present faculty; K. Bonnell requested clerical support for assessment.

**III. HLC Faculty Qualifications and Tested Experience**

M. Dixon asked that chairs express any concerns regarding HLC faculty qualifications. R. Gennaro and E. Wasserman asked about degree requirement qualifications for faculty members. M. Dixon responded that faculty members who are teaching students pursuing a bachelor’s degree should, in most circumstances, have a master’s degree. Discussion followed, and M. Dixon clarified that no adjunct would be hired without at least a bachelor’s degree, even with special skill and experience. Additionally, HLC criteria dictates that those teaching a subject must either have a degree in said field, or should be able to prove that they are reasonably qualified through research or other academic work. The new form is to be completed for everyone hired as of January 1, 2016.

**IV. Budget Updates**

M. Dixon confirmed that budget hearings would be conducted by cluster as in previous years. All budget requests should be crafted in terms of the new strategic plan, which includes three points: excellence in learning, access by design, and expansion. Internal reallocation of funds as well as the process of creating the strategic plan were discussed as a group.

**V. Open Items from Chairs**

K. Bonnell requested census data. M. Dixon mentioned that USI will begin including dual credit students in its enrollment numbers. J. Hardgrave announced that the Os Guinness presentation and luncheon will take place tomorrow. The first LA Faculty Colloquia featuring Rob Millard Mendez is this Friday, January 29 from 3:00 – 4:00 p.m. in Kleymeyer Hall.

**VI. Announcements**

M. Dixon reminded everyone of the policy regarding faculty absence from scheduled classes, specifically citing that faculty members should first call their department chair to inform them of their absence, but may call the department administrative assistant if the chair is unreachable. All were instructed to complete the Child Protection Policy and to remind their faculty to do so as well.

A. Chan Hilton is compiling list of achievements for the College of Liberal Arts. Achievements submitted should have occurred between August 2014 and December 2015, and should be submitted by February 19, 2016. D. Pellant reminded faculty about timesheet deadlines.

Meeting was adjourned at 10:13 a.m.