

## LA Council Meeting Minutes

10 SEPTEMBER 2020

### APPROVED

**Present:** O. Armeanu, K. Arwood, C. Baker, J. Beeby, S. C. Blair, A. Buck, W. Durham, S. Gupta, J. Hardgrave, C. Harison, L. A. Howard, S. Hughes, D. Lynn, A. McKibban, M. Nguyen, K. Oeth, O. Popescu-Sandu, M. Roberts, S. Rode, R. Rowland, T. Schroer, E. Wasserman

Dean Beeby opened the meeting at 9:00 a.m.

#### **I. Approval of Minutes – 28 July 2020**

E. Wasserman motioned to approve the July 28, 2020 minutes, C. Baker seconded, and all members unanimously approved.

#### **II. Administrative Updates (K. Oeth)**

K. Oeth brought attention to the scheduling process and proposed streamlining and revising the process.

#### **III. Marketing Updates (K. Arwood)**

K. Arwood is currently working on videos for the Majors & Minors fair. Final videos are due on September 18, 2020 so she can have time to submit the videos to the Center for Exploring Majors.

#### **IV. Curriculum Updates (M. Roberts)**

M. Roberts was happy to announce that all classes have been assigned rooms. M. Roberts suggested considering how many classes each department has at 10:00 a.m. as that makes it difficult to find all classes rooms.

D. Lynn discussed GNDR 399, Topics in Gender Studies. By having a course at the 300 level, students would be encouraged to enroll, and faculty would be able to have more topical courses. J. Hardgrave suggested to make a change in the syllabus, changing “300” level to “399” level. The Liberal Arts Council approved GNDR 399, Topics in Gender Studies.

M. Roberts discussed the Registrar’s request to change PHIL 323 to PHIL 376. The course serves as an elective for the Philosophy major and the proposed Religious Studies minor. Additionally, RELS 370 is not cross-listed. These adjustments have been entered into Curriculog. E. Wasserman motioned to approve these changes, C. Baker seconded, and all members unanimously approved.

C. Harison discussed an undergraduate program modification with the Communal Studies minor. C. Harison would like to add RELS 370 (“Utopian Movements: Seminar in Religious Studies” with S. Rode) to the Communal Studies minor as the course will contribute to the utopian studies element of the minor. The course will also be offered as one of the capstone options. The Liberal Arts Council approved the undergraduate program modification proposed by C. Harison.

J. Beeby noted that the current deadline for curriculum changes is October 1<sup>st</sup>. M. Roberts requested to be notified if curriculum items need to be submitted.

#### **V. Advising Center Updates (R. Rowland)**

Courses for spring and summer will be available on Wednesday, September 23 in MyUSI. R. Rowland asked to be notified if a department would like to add Major holds as she can include that change in an e-mail that will be sent out to all Liberal Arts students. R. Rowland plans to send out this e-mail on September 19<sup>th</sup>.

Priority registration for spring and summer '21 will be in the last weekend of October. Registration dates will be as follows:

October 26: Seniors  
October 27: Juniors  
October 28: Sophomores  
October 29: Freshman  
October 30: All else

#### **VI. Announcements and Updates (M. Roberts)**

A new Faculty Absence (Illness) form is available on the Faculty Resources webpage under Liberal Arts. This form will make the process of informing absences easier.

Everybody who has requested a microphone amplifier and/or webcam should have them by now. Loaner laptops, on the other hand, are all loaned out in Liberal Arts. Faculty are encouraged to contact the Library if a laptop is needed. M. Roberts can be notified if a webcam is needed.

Early alerts are due on September 16<sup>th</sup> by 4:30 p.m.

#### **VII. Announcements and Updates (J. Beeby)**

Dean Beeby was able to secure some funding from Foundation for virtual conferences. Priority will be given to those who are presenting. Faculty who are interested in requesting for virtual conference funding should send details with evidence of presenting to their Chair. The Chair can then send the request to J. Beeby and M. Nguyen for consideration. As the funds will come from Foundation, travel testimonials are still required.

Budgets were populated recently. Chairs should take the time to view their budgets as some slight changes have occurred. Comparing last fiscal year's budget to this fiscal year's budget may be helpful. A better understanding of budgets will come after census day.

The COVID dashboard is live. There are quarantine and contact tracing protocols in place. Faculty who have sick students should send them to the Dean of Students Office.

Paul Raymond and Casey Harison are retiring. Currently, no guidance has been received for new faculty hiring.

Although overall credit hour production in the university is down, Liberal Arts still produces the most credit hours. Furthermore, Liberal Arts has the most continuing students.

#### **VIII. Open Items**

E. Wasserman suggested keeping an eye out for gaps in the university cleaning protocol as he has come across empty hand sanitizer stations. J. Beeby said that anyone who encounters this can e-mail Jim Wolfe with him and K. Oeth Cc'd.

As next Friday is Census day, R. Rowland requested for all Change of Major forms to be submitted as soon as possible.

The meeting adjourned at 10:27 a.m.