Minutes

College of Liberal and Applied Arts College Council

NOVEMBER 12, 2012; 2:30 p.m.; Ferguson 478

Attending: Dr. Ray Darville, Chair; Dr. Ron Tumelson, Ms. Wilma Cordova, Dr. Sarah Savoy, Dr. Steve Taaffe, Dr. Karol Chandler-Ezell, Dr. Dana Cooper, Dr. Michael Walker, Dr. Al Greule, Dr. Linda Bond, Dr. Lee Payne, Dr. Denise Millstein, Dr. Anne Collins Smith, Dr. Wendy Pollock, Mrs. Elizabeth Spradley.

Visitors: Dr. Marc Guidry (Associate Dean).

1. Session called to order by Ray Darville at 2:30 p.m.
2. Minutes from October 22\textsuperscript{nd} reviewed.
   - Motion to approve. Second. Vote: Motion passes with unanimous vote.

3. Comments from Chair’s Council Meeting from November 5, 2012
   Ray Darville made comments from the Chair’s Council meeting held November 5, 2012. Two items (proposed policies) will be discussed after the curriculum proposals are considered.

4. Curriculum Matters

   a. **English Curriculum Proposals**
      i. Course Deletion: ENG300
      ii. Course Addition: ENG209

      A motion was made to delete ENG300 and approve new course ENG209 as proposed. Seconded. Vote:

      Discussion of proposed changes. 300 being deleted, slightly modified and replaced with a 200-level course because 300-level courses cannot count for the core under new rules. Discussion regarding concerns for the course being used for advanced hours took place. We were informed that few students use ENG300 to acquire upper credit only in their plans of study.

      Motion passes with unanimous vote.

   b. **Psychology Curriculum Proposals**
      i. Course Modifications: PSY200, PSY330, PSY341
A motion to accept all Psychology changes was made. Motion seconded. Discussion of details of changes took place. Credit hours are being adjusted to be consistent with workload.
Vote: Motion passes with unanimous vote.

c. College Office Hours Policy

The proposed college office hours policy for faculty was discussed. Concerns and issues focused on the situation with adjuncts. Discussion also was held regarding office hour during advising periods. The proposed policy states “Faculty should be available to students as much as possible.” How much is possible? Reasonable?

Proposed the statement be amended to “To meet this goal, faculty should make reasonable efforts to be available to students as much as possible.”

Any objectives to 5 hours as a minimum? Discussion took place of other universities, various forms of student contact, especially during advising.

Propose first sentence of last paragraph reworded to “When it is not possible to keep or reschedule posted office hours..”

Changes /suggestions will be forwarded to the Dean and Chair’s Council by Ray Darville.

d. College Reassignment Duties Policy

Council reviewed and discussed a proposed college policy on reassignment duties. Creation of positions for Assessment Coordinator and Graduate Coordinator that has a consistent workload and duties that can be used for workload reports for administration. Concern was voiced by several about perceived inequities across the college. It was noted that some faculty receive a load reduction while others do not.

Ray Darville is to discuss this with the dean and Chair’s council at their next meeting in December. It is anticipated that the policy will be considered in the coming months and may be voted upon by chairs during the Spring, 2013 semester.

5. New Business
No new business was introduced.

6. Adjournment (4:15 p.m.)