Minutes
College of Liberal and Applied Arts College Council
April 30, 2014; 2:00 p.m.; Boynton 104

Attending: Dr. Linda Bond, Chair; Dr. Louise Stoehr, Dr. Al Greule, Dr. Ray Darville, Dr. Ben Dixon, Dr. Alan Baily, Dr. Steve Taaffe, Dr. Dana Cooper, Dr. Latoya Wesley, Dr. Elizabeth Spradley, Dr. Kim Rich-Rice. Ex Officio: Dr. Marc Guidry (Associate Dean).

- Dr. Bond called the meeting to order at 2:00 p.m.

- A motion was introduced to approve the minutes of the previous meeting. The motion carried unanimously.

- Report from the Chair’s meeting:
  - SUE-Score related classroom readjustments are still in process.
    - Some classrooms are well above the requisite SUE score (of 75) while others remain slightly beneath the target. Most remaining room-switching will address the lower-scoring classrooms.
    - The Provost will retain some HEF funds (rather than distribute the funds to departments) for classroom renovations.
  - Common assessment measures for academic units: At present every department in the college is using three similar assessment questions. The wording of these questions will be standardized and the questions will be included on every course evaluation going forward.
  - Pre-law Experience: Presently, 20 students are registered to participate in the college’s inaugural “Pre-law Experience.” (25 enrollees are needed for the program to make, 35 if it is to break even.) As many as 30 students may participate, according to current projections.
  - Student Portfolio Software: A $1.00 per semester fee will be added to student fees in order to pay for portfolio software that can be used for core assessment purposes. The software also can be used to generate portfolios of students’ work; these portfolios can be included in graduates’ resumes.
  - Computer replacement policy: the university will provide $660 per computer. This allocation is standard, regardless of whether the computer is a PC or Mac.
  - Center for Teaching and Learning: The Teaching Excellence Center is being merged with (and subsumed by) the Office of Information Technology. The merger is a “marriage of convenience.”
• Council members in attendance offered brief reports on their respective departments and programs.

• Election of Officers for 2014-2015
  o Chair: Dr. Lee Payne was the only nominee and was duly elected Chair. (Dr. Payne was not present but indicated his willingness to serve prior to this meeting.)
  o Vice-Chair: Dr. Louise Stoehr was the only nominee and was duly elected Vice-Chair.
  o Secretary: A motion was adopted to nominate both Dr. Elizabeth Tasker and Dr. Denise Millstein, and to elect whichever member accepts the nomination.

• Meeting adjourned at 2:58 p.m.