

Minutes  
Liberal Arts Council  
August 8, 2018  
2:00 PM—Flowers Hall 2:30 p.m.

**Presiding:** Dean Mary Brennan

**Present:** Council members: Audwin Anderson, Manda Anderson, Aimee Roundtree (recording), Beth Erhart, Angela Murphy, Dan Lochman, Chad Smith, Paul Hart (for Dr. Dunn), Craig Hanks, Bill Kelemen, John Mckiernan-Gonzalez, Alberto Giordano, Ken Grasso, Lucy Harney

**Absent:** Susan Day

**Guests:** Yongmei Lu (with Dr. Giordano)

The minutes of 7.11.18 were unanimously approved after a motion in support by **Dr. Grasso** and a second by Dr. **Kelemen**.

Dean Brennan shared that the TAPS teaching and performance workshops have been replaced with a new format that gives more choices and topics for faculty, including research enhancement, tenure and promotion, and break-out sessions.

Dean Brennan asked for suggestions about college orientation for the 10 new liberal arts faculty. Dr. Lochman suggested providing an orientation, especially pertaining to performance review.

Dean Brennan announced that Provost Bourgeois attended a meeting about workforce needs and collaborations between industry and university. She asked chairs to send exemplary details about how our college communicates with employers and programs or initiatives to fill workforce needs. Drs. Harney, Giordano, Lu, Smith, and McKiernan mentioned examples of ongoing activities addressing workforce needs, as well as ongoing collaborations between industry and their programs, departments and centers, including the following: internships; client-based capstone courses; alumni networks, events, and advisory boards; career fairs; contacts through professors of practice; business card directories; and interviews with industry leaders. Dean Brennan asked that these examples be emailed to her.

Dean Brennan mentioned that the Shared Studios portal, a box car for interactive experience with other portals around the world, will be installed near Evans. Dr. Kelemen

described the immersive nature of the portal. Dr. Roundtree performing arts hosts it. Manda says some structured programming. Dr. Roundtree suggested contacting the on-campus rep for more information. Dean Brennan suggested requesting a demonstration. Dean Brennan said that she would provide financial support for the portal and ask about setting up times for a college demonstration of the portal. She said she would email the official handout about the portal.

Dean Brennan discussed the COLA student worker policy handbook, including basic information pulled from departmental policies. The Dean mentioned that the policies and responsibilities outlined in the handbook should also include policies for department and college obligations as they pertain to student workers, such as the university policy that undergraduate student workers cannot own room keys. Dean Brennan also mentioned that undergraduate student workers should not be left alone, unsupervised by graduate student or adult staff members, because they are not permitted to supervise each other. The Dean asked for suggestions regarding policies, problems to avoid, etc. to include in the book.

Drs. Giordano, Lu, Harney, and Erhart asked questions and expressed concerns about policies for and practices of undergraduate and graduate student workers. Questions and concerns included how to manage overnight labs, which student workers were permitted to monitor and start class for instructors, which student workers were permitted to copy and administer standardized tests, whether student workers could report cheating in cases where tests are being administered in the hallway outside of main offices, and which student workers were permitted to be assigned keys to labs and departmental offices.

Dean Brennan and Drs. Kelemen and Lochman shared potential answers and solutions to these questions and concerns, including outlining different guidelines for graduate vs. undergraduate students, having all student workers sign confidentiality agreements before conducting administrative academic duties, asking that allegations of cheating be reported to the chair or faculty member, involving administrative assistants in helping with some administrative academic duties, and installing swipe keys for overnight labs.

Dean Brennan asked Dr. Kelemen to share an update from CAD about academic program coordinators. Dr. Kelemen said that Dr. Thorne discourages non-tenure track faculty serving as academic program coordinators and directors. Should exceptions arise, Dean Brennan recommended writing up a justification and getting feedback from the Associate Provost ahead of time.

## **Around the table**

Dr. Roundtree reminded Chairs and Center Directors of the deadlines for sending strategic plans, lists of potential volunteers for Innovation Day and language to use for the annual report. She also mentioned that Associate Provost Thorne requested names of PCR “super-users” to interview for a needs assessment and process improvement project.

Dr. Kelemen mentioned that the issue of whether faculty and staff are permitted to give students band-aids will be brought up at the President’s Council. He also found out in a meeting with Dean Galloway that a new mailing list tool was being developed that would better meet the needs of members of the LAC. It is being designed by for the Council of Chairs and University College.

Dr. Harney asked Dr. Roundtree about coverage of two news stories from the Department of Modern Languages. Dr. Roundtree shared the links. Dr. Harney also expressed concerns about using the Bobcat Online Scholarship System (BOSS) system for departmental / internal scholarships. Dr. Lochman shared similar concerns. The concerns included system rules for inclusion and exclusion of student eligibility for the widest range of scholarship opportunities, given the criteria that the system imposes on them to select, and concerns about the ability for faculty to submit one letter of recommendation for multiple scholarship opportunities. Dean Brennan recommended that any concerns be addressed to Dr. Day. Dean Brennan also suggested that we invite back the BOSS representative to discuss these concerns.

Dr. Mckiernan-Gonzalez discussed the prospect of having a Best Essay in Southwest Studies scholarship or contest. Dr. Brennan recommended contacting Laura Murray, the college’s Development Officer in University Advancement, regarding requests to alumni for seed money, and for logistics on how to solicit one-time donations for an essay contest or scholarship. Dr. Roundtree also recommended contacting her to find potential grant opportunities for setting up such an award or contest.

Dr. Murphy reporting not receiving emails regarding workforce needs, among others. She asked that we verify the LAC group email list.

Dr. Lu promoted the Race, Ethnicity and Place conference to take place October 23 to 25, 2018.

Manda Anderson thanked the group and the College for supporting the staffer in advising affected by the Iconic Fire Tragedy. The GoFundMe campaign was successful, and the staff member appreciated the show of support.

Dr. Giordano shared news of Dr. Huebner's return.

Dr. Smith mentioned that Sept. 1 is the deadline for the academic program coordinator form.

Dr. Lochman discussed efforts to organize a poster session or research event for work produced in general core courses toward the end of the 2018-2019 academic year. The event would include a liberal arts poster session, and it would help advance University efforts to include research throughout the curriculum.

The meeting ended at 3:55 p.m.