

**Arts and Humanities Division Meeting  
Tuesday, April 4, 2006, 12:30, 1C3 AH**

The following faculty were present:

Susan VanSchuyver  
David Archer  
Doug Blake  
Dianne Broyles (ESL Program Eval)  
Patricia Brooks (ESL Program Eval)  
Rachel Butler  
David Charlson  
Ruth Charnay (family emergency)  
Mindie Dieu (not present)  
Michael Franco  
Abbie Figueroa (ESL Program Eval)  
Gwin Faulconer-Lippert  
Carlotta Hill  
Sue Hinton  
Sheri Hobbs  
Kim Jameson  
Jon Inglett  
Mary Ann Moore (not present)

Lyn McDonald (not present)  
Mary Beth McCauley  
Stephen Morrow  
Rochelle Mosby (covering office)  
Warren Neal  
Clay Randolph  
Linda Robinett  
Richard Rouillard  
Michael Punches  
Mary Punches  
Mark Schneberger  
Nina Smith  
Ron Staton  
Pamela Stout  
Mary Turner (not present)  
Chris Verschage  
Bertha Wise

Cc: Dr. Brenda Harris

**1. Replace Institutional Committee Vacancies**

Academic Outcomes Assessment Committee—Mary P. rotating off – Mark Schneberger volunteered.

Admissions Appeals Committee—Dave A. leaving - Mary Punches volunteered to serve.

Entry-Level Assessment Committee—Linda R. and Mark S. rotating off –Carlotta H. and Steve M. volunteered.

Faculty Development Committee—Abbie F. rotating off—Chris V. volunteered

General Education Committee—Dave C. rotating off – Marybeth McCauley volunteered.

Global Education Committee—Clay R. rotating off – Richard Rouillard volunteered.

Honors Council Committee—Dave A. leaving – Nina Smith volunteered.

**2. SII Report - Susan handed out examples of the following.**

Compilation of Responses  
Faculty Development Committee  
Deans Council

Susan and faculty went over the changes and faculty asked questions.

3. **Committee and Task Force Reports**  
**Curriculum Committee**—Ruth was not available due to a family emergency.  
**Online Task Force**—Bertha Wise  
**Spring Writing Symposium**—Pam Stout discussed the Writing Symposium workshops and encouraged faculty and staff to attend.  
Other
  
4. **Information Items**  
**Syllabus Checklist and Process for Fall** – Susan handed out a memorandum regarding the syllabus checklist that will be conducted this fall. Adjunct and full-time faculty will want to turn in two copies of their syllabus by August of 2006. The checklist will be attached to the syllabus and then returned to faculty. They will be checking for competency based education and global components as well as other required items.  
  
**Program Outcomes Analysis for Arts and Humanities**—Are you gathering assessment data for this year? Susan reminded faculty that it is time to start gathering your data for next fall.
  
5. **Health and Safety Training “Office Germs”** Susan handed out an article on office germs. Faculty discussed and signed the Health and Safety Training sheet.
  
6. **Event Announcements** –  
  
Spring Writing Symposium, April 7, 2006  
Student Award Ceremony – April 21, 2006  
Choral Concert – April 27<sup>th</sup>, 7:00 pm, Graceway Baptist Church  
The Absolute Reception - 12:30 p.m., Thursday, April 27, 2006 in CU 1 and 2.  
Theatre Production: The Improv, May 4-6.  
Two art shows coming up!