

**Arts and Humanities Division Meeting**  
**12:30 pm, November 2, 2004**  
**1C3 AH**

**Faculty and staff members present:**

Susan VanSchuyver  
David Archer  
Dianne Broyles  
Patricia Brooks  
Rachel Butler  
David Charlson  
Ruth Charnay  
Michael Franco  
Carolyn Farris  
Abbie Figueroa  
Gwin Faulconer-Lippert  
Carlotta Hill  
Sue Hinton  
Jameson, Kim  
Fritz Kiersch  
Inglett, Jon  
McDonald, Lyn  
McCauley, Mary Beth  
Morrow, Stephen  
Warren Neal  
Clay Randolph  
Linda Robinett  
Richard Rouillard  
Mary Punches  
Mark Schneberger  
Ron Staton  
Pamela Stout  
Alice Tillinghast  
Bertha Wise

The meeting was called to order at 12:35 pm by Susan VanSchuyver, Dean of Arts and Humanities.

Grants Report

Susan called everyone's attention to the Grants Report attached to the agenda for today's meeting. It lists current grant funding throughout the college. The funding for the Cultural Awareness Series and the Arts Festival is cyclical.

## Committee/Task Force Reports

Carlotta Hill reported that the Academic Outcomes Assessment Committee was working on ways to make students more aware of the importance of assessment. She announced that there would be an assessment activity during the Spring Orientation Week.

Mary Panches reported that the Entry Level Assessment Committee was looking at testing instruments other than COMPASS because the Math faculty was not satisfied with that test. She mentioned that they had looked at PLATO. The committee will continue to examine the issue.

Sue Hinton reported that the Enrollment Issues Task Force is considering several important issues: the elimination of deregistration for non-payment of tuition, the time line for Tuition Fee Waivers, and the possible change in Late Registration. It is very likely that deregistration for non-payment will be eliminated; other institutions in this area do not deregister students for non-payment, and most students who are deregistered enroll again and pay tuition. There are some issues for enrollment in the case of students who never attend and do not pay, because of the negative effect on revenues. The new schedule for Tuition Fee Waivers was made available in draft form; there is the option of awarding TFWs for an entire academic year. This will enable students to plan more effectively and may be beneficial to enrollment.

The change in Late Registration would place it in the week before classes begin rather than the first week of classes. There would continue to be an option for instructors to provide overrides for late registration, but it would encourage students to enroll on time and give more meaning to the first week of class.

Warren Neal reported that the General Education Committee is looking at data from assessment of General Education competencies in Social Sciences. He is concerned that the assessment is not meaningful and expressed this to the committee. Clay Randolph asked whether the competencies would be reduced to five, but there was no definitive answer to that question.

Clay Randolph reported that the IAPC had considered a number of issues last year, but this year there appear to be fewer procedures to examine; however, Academic Dishonesty is still on the table. Dr. Sechrist mentioned that there ought to be more information provided to students about what actually constitutes Academic Dishonesty in a given class. There are issues regarding students withdrawing from a course before the grade of "F" could be awarded. Susan mentioned that the report would be part of the student's record, so that if there were a second offense, it would be noted. Bertha Wise pointed out that it was therefore really important to file a report whenever academic dishonesty occurred.

Patricia Brooks reported that the SII Task Force is collecting information from faculty regarding the current SII form and procedure. She asked faculty to provide input on a photocopied SII form and turn it in today if possible. The Task Force meets again this Thursday.

Mark Schneberger reported on the Student Retention Committee; subgroups are meeting to examine several areas such as minority retention and retention in distance ed classes such as online.

Abbie Figueroa reported on the Faculty Development Committee. They have met twice; the first time quite a bit of time was spent brainstorming about WOW activities. The second meeting discussed the proposed area for the Center for Learning and Teaching which will be next to the new SEM center. The committee also recommended that a member of the committee serve on the new sabbatical group which is being formed.

Gwin Faulconer-Lippert reported that the Academic Advising Task Force had met once, and that the meeting was not extremely productive.

#### English Department CD "Points of Contact"

Pam Stout announced the new CD from the English Department, which will be sold as part of the fundraising effort for the Spring Writing Symposium. Faculty members can order the CDs in advance for \$5.00 each. They will also be available at the book sale on Nov. 10-11. The faculty heard a sample from the CD featuring an original poem by Carlotta Hill, read by the author.

#### Planning for FY06

Susan provided information about the process for setting goals and requesting funds (when needed) for the next fiscal year. There are three areas or Strategies: Student Success, Capacity, and Quality of Instruction. Program/Department faculty should decide what their Objectives and Outcomes are for each strategy and tell what the supporting Goals and Initiatives are. She recommended that the next department meeting would be an appropriate time to work on these plans. There is no fixed timetable yet, but she recommended that ideas be emailed to her by the end of November.

The meeting was adjourned at 1:25.