Minutes  
Liberal Arts Council  
3 December 2014, 2:00 pm, FH 230

Presiding: Dean Michael Hennessy  
Recording: Associate Dean Lucy Harney

Council Members: Bill Kelemen, Dennis Dunn, Mary Brennan, Beth Erhart, Bob Fischer, Alberto Giordano, Craig Hanks, Susan Day, Dan Lochman, Ken Grasso, Associate Dean Britt Bousman, and Associate Dean Nancy Grayson

1. **CAD update:**

   Dean Hennessy briefed Council members on the CAD meeting of 12/2:

   • **Strategic Plan update:** Dean Hennessy distributed and reviewed instructions for revising departmental strategic plans. Chairs/directors should submit revised departmental plans to the Dean by January 23, 2015.

   • **Faculty credentials:** Pat Heath has posted the terminal degree policies for Liberal Arts faculty. These policies will be reviewed for Texas State’s upcoming SACS COC 5-year report. Beth Wuest should be apprised of any new program coordinators.

   • **Student charges:** Dean Hennessy distributed a Survey of Routine Student Charges along with a summary of the TSUS Regents Rules regarding restrictions on charges to students by departments and schools. Chairs/directors are asked to complete and return the survey to Gordon Thyberg (gt01) in Budgeting via email by January 23, 2015.

   • **Outside employment update:** Dean Hennessy reviewed recent interpretations of the TSUS regulations for reporting outside employment. Employees are not required to report professional, work-related honoraria. Only full-time employees are required to report outside employment, with the exception of political office holders and those working for two or more state agencies or school districts that provide employee benefits from the Texas Retirement System.

2. **Other business:**

   Council members discussed procedures for assigning and reporting workload credits. Chairs may contact Cindy Waggoner (cindy_waggoner) as well as Pat Heath and Dean Hennessy for assistance.
Around the table:

Nancy Grayson reported that Terry Scholars will now be provided with full funding for participation in a study abroad program.

Mary Brennan noted that some faculty directors are still encountering difficulties with the contracting of third-party service providers for faculty-led study abroad programs.

Bill Kelemen gave an update on the activities of the Distance Learning Steering Committee.

Council members shared concerns about the application of the new TSUS Title IX Sexual Misconduct Policy. Faculty should contact chairs for guidance on applying the policy. Chairs are encouraged to consult with Gilda Garcia (gg18) in Equity and Access for assistance and advice.

Craig Hanks noted that faculty have encountered complications recently when working with the Office of Disabilities and the Testing Center on student accommodations.

Susan Day reported that original transcripts (including undergraduate transcripts) will now be required for all new hires. She encouraged chairs to check their M&O allotments for possible discrepancies. Dr. Day also reported on a recent webinar on student internships hosted by Career Services.

Dan Lochman reported on recent classroom reservation conflicts for large freshman composition classes. These conflicts have been partially resolved as Registrar’s Office staff were informed that many classroom spaces will be filled during late registration.

The meeting was adjourned.