

***2018-9 College of Arts and Letters Faculty Council***  
***Meeting Minutes***  
***March 19, 2019***

**I. Call to order:** 4:00 p.m., FH 2591

**II. Roll call**

Present: Alam, Allred, Black, Baltus, Benton, Brakel, Caceres, Christman, Coulter-Harris, Coventry, Crookston, Day, Egan, Feldmeier, Forte, Foss, Kilmer, Kistner, Lingan, Lundquist, Mednick, Mezo, Miner, Nemeth, Orloff, Padilla, Piotrowski, Rouillard, Sakowski, Sapci, Thompson-Casado, Smith, Taylor

Absent: Beatty-Medina, Case, Emonds, Ferris, Mattison, Russell (for Fitzgerald), Wu

Ex Officio: Gilbert, Gregory, Hammel, Hintz, Monsos

Guest Presenters: Bartell, Schneider

**III. Approval of Minutes**

Minutes from February 19 session: Approved

Minutes from March 11 Special session: Approved

**IV. Executive Committee Report: Jamie Taylor**

Executive committee last met March 11 after the special session. Piotrowski was not present. Committee addressed forming the culture committee and formulated nominations for members. Election procedures for next year's council were discussed.

Discussion: Nominations to culture committee were not open to volunteer invitations. Point of order: Executive committee is constitutionally empowered to seat committees. Matt Foss, Asst. Prof. of Theater, and committee nominee, rose to defend his position on the committee by noting that his service would be unbiased, and that he is equipped to express his individual opinions rather than the political pressures of any outside voting bloc.

**V. Faculty Senate Report: Tim Brakel**

Work on the Faculty Senate's new constitution is currently in a holding pattern. Faculty Senate called for help bolstering the retention and enrollment efforts. The new curriculum tracking system is promised to be ready in Fall 2019. Faculty Senate has been on attention to an official Statement of Free Speech on campus.

## **VI. Graduate Council Report: Sara Lundquist**

Grad council is addressing complaints about plagiarism through the Blackboard system. Gruden announced plans to survey grad students about after graduation plans in April. Departments are cautioned about sending acceptance letters to grad school applicants. Acceptance is contingent on administrator approval first. Consideration of waiving the \$75 application fee to encourage more applications. Calzonnetti from the office of research had concerns from the FBI regarding travels to China. Professors should travel with “white laptops” so that content on laptops is less vulnerable to being stolen. Graduate Research Symposium, currently seeking participants, will feature Dean Gilbert as keynote speaker on a topic still to be determined. The GSA is considering splitting into five separate college-specific organizations. Jim Anderson, new vice president for enrollment, addressed grad council.

## **VII. Administrator Report: Dean Charlene Gilbert**

Thanks given for conducting a special meeting to help clear curriculum items. Although the dip in the number of inquiries, as reported last meeting, has held up, we are making up ground in the number of acceptances. The number of confirmations is down less than the previous year. Even if the number of acceptances continues to rise, the math problem lies in that there are fewer inquiries to draw from.

Recruitment efforts include a preview day on March 29, a campus day for students in the TPS School for the Arts on April 13, and contact with Owens CC students expressing an interest.

Dean Gilbert is continuing her efforts to increase communication with faculty and staff, e.g. select luncheons and a monthly newsletter. Students are invited to an April 15 Registration Fair, with prizes for participants. The dean encouraged filling in the Ohio Department of Education survey (presented later in the meeting) and the FYE pilot initiative (also presented later in the meeting). The dean has additional dates of events to share.

## **VIII. Old Business: Jami Taylor**

### **A. Bylaws Proposal**

Bylaws Proposal, tabled at the last meeting, needed action of council. *Comment:* Section 4C should clarify that “secret ballot” vote numbers will also be recorded in the minutes. Amendment accepted. Motion to pass the Bylaws was approved unanimously.

### **B. Curriculum Items**

Executive Committee met briefly before the council meeting to decide if items not reviewed by curriculum committee could be presented at today’s meeting. Executive Committee has the power to recommend waiving curriculum committee review. Executive Committee had voted in favor. Motion to consider reviewing courses was voted by voice

with majority saying “aye” and two “nay” votes, Coventry and Thompson-Casado, both members of the curriculum committee.

*Brakel presented the following for council approval:*

### **New Courses Approved**

COMM 4040, LST 3060, MUS 5750, MUS 5760, MUS 5780—approved with one abstention. MUS 3750, MUS 3770—Numbers changed to MUS 4750 and MUS 4770 to allow for cross-listing with graduate course counterparts—approved as amended with one abstention.

*Note:* ARTH 2980 was not approved, because no syllabus had been submitted.

### **Course Modifications Approved**

Approval of a number of Art courses was complicated by frequent typographical errors. Approvals were contingent on corrections, e.g. “ART” should be “AR” in some situations; ART 1060 name changes to “Foundations of 3D Design” not “Fundamentals of 3D Design” as presented.

ART 1040, ART 1050, ART 1060, ART 1070, ART 1080, ART 1090, ART 2010, ART 2020, ART 2030, ART 2110, ART 2200, ART 2210, ART 2300, ART 3000, ART 3010, ART 3100, ART 3110, ART 3120, ART 3200, ART 3210, ART 3400, ART 3900, ART 4000, ART 4010, ART 4020, ART 4100, ART 4110, ART 4120, ART 4200, ART 4950—approved with one abstention.

The following courses were also approved (with one abstention), but Coventry noted that special topics courses, independent study, and thesis courses should be designated with 49XX level numbers to parallel other department numberings. The courses were approved as submitted with the anticipation they would be re-submitted later with new numbers that conform to college-wide numbering protocols.

ART 4210, ART 4400, ART 4410, ART 4910, ART 4940—approved with one abstention.

*Note:* ART 1000 already exists, so was removed from consideration.

### **Program Proposals Approved**

MUS Singing Voice Specialist Certificate (undergraduate); MUS Singing Voice Specialist (graduate)

### **Program Modifications None**

## **Time Constraints of Meeting**

Having reached 5:30 PM with several items still on the agenda, a motion was made to extend the meeting. A 15 minute cap was proposed. A quorum was still present. The motion was approved by voice vote.

### **C. Special Committee on Culture Courses**

Jami Taylor referred to a document nominating members to a culture courses committee. As stated in the document: "This special committee shall create and propose guidelines for the addition and removal of courses from the list of those approved for the new world cultures distributional requirement." Some members believed the committee had a bias against the WLC intentions. Lundquist called the question to put an end to discussion. Voice vote on approval of the committee resulted in majority saying "aye" with two opposed.

## **IX. New Business**

### **A. First Year Experience Pilot Program**

Linda Rouillard introduced Denise Bartell to explain the FYE pilot program described in a handout sent to members before the meeting. Ten or more regular courses will be designated as FYE courses in a Fall pilot. Students will be given extra support in understanding how to adapt to college life in addition to regular course content.

### **B. Higher Learning Commission Survey**

Barbara Schneider, Assoc. Vice Provost for Faculty Development, asked that faculty read a document sent out before that meeting. It comes from the Ohio Department of Higher Education, and seeks faculty input. Schneider asked that faculty answer the questions in the survey and return them so that the information could be forwarded.

## **X. Adjournment 6:07 PM**

Minutes submitted by Michael Piotrowski, council secretary. Send amendments / corrections to [michael.piotrowski@utoledo.edu](mailto:michael.piotrowski@utoledo.edu).