

**Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
February 4, 2013**

MINUTES

I. Call to Order

Interim Dean Maria Calzada called the meeting to order at 3:30 p.m.

Attended: Mary Brazier, Maria Calzada, Chris Chambers, William Farge, Mark Gossiaux, Frank Jordan, Michael Kelly, Kenneth Keulman, Martin McHugh, David Moore, Thom Spence

Also Attended: Don Hauber, Mary McCay, Rich Wilson

II. Approval of Minutes

Minutes of January 7, 2013 were accepted as written and unanimously approved.

III. Reports

1. Senior course releases have been put on hold for next year.
2. Syllabi problems – Default syllabi are faculty related and not course related. The issue is being addressed with Kathy Gros and Information Technology on course specific ‘default’ syllabi. When ready, administrative assistants will be able to collect these from faculty, edit them to say, “To be determined – check with term instructor,” “Sample assignments – check with term instructor” at the right places and upload them on LORA. At the appropriate time, a meeting may be held with the administrative assistants to help them through the process. An issue was raised about posting the syllabi before a certain date, and whether or not faculty can even put syllabi up until they have access to LORA.
3. Rich Wilson announced that he has sent out the course allotment matrices. He is sending the updates for DPCL’s soon. DPCL’s will be in the bulletin. Dr. Hauber will meet with Mr. Wilson regarding the new common curriculum and the DPCL’s.

IV. Common Curriculum Workshop

The remainder of the meeting consisted of a common curriculum workshop for chairs with Don Hauber.

V. Move to Adjourn

The Meeting was adjourned at 5:00 p.m.

Submitted by Diane Riehlmann