

**THE MEETING MINUTES OF THE COLLEGE COUNCIL
COLLEGE OF ARTS AND LETTERS
Tuesday, February 5, 2019
McKenna Hall Auditorium**

ATTENDANCE

Deans: *Dean:* Sarah Mustillo; *Associate Deans:* James Brockmole, Peter Holland, Essaka Joshua, Margaret Meserve; *Assistant Deans:* Maureen Dawson, Collin Meissner, Nicholas Russo, Joseph Stanfiel

Chairpersons and Directors: Thomas Anderson, William Carbonaro, Lee Anna Clark, Margot Fassler, Brian Krostenko, Jesse Lander, Alison Rice, Diarmuid O'Giollan, Dianne Pinderhughes, Peter Smith, Jeff Speaks, Thomas Stepleford, Yongping Zhu

Elected Faculty: Carolina Arroyi, Liang Cai, Denise Della Rosa, Kirk Doran, Mary Flannery, David Gibson, David Hernandez, Michael Kackman, Joshua Lund, Tara MacLeod, Samuel Newlands, Nathan Rose, Meghan Sullivan, Lijuan (Peggy) Wang, Hannelore Weber, Shauna Williams, Weibing Ye

Graduate Representatives: Jillian Snyder

Undergraduate Representatives: Christopher Enabnit

Regularly Invited Guests, Observers, and Resource People: Catherine Bolten (Kroc Institute), Matthew Capdevielle (University Writing Program), Patrick Clauss (University Writing Program), Maria Di Pasquale (Dean's Office), Kate Garry (Dean's Office), Michelle LaCourt (Dean's Office), Brian O'Conchubhair (Center for the Study of Languages and Cultures), Kathleen Opel (Office of International Studies), Matt Zyniewicz (Dean's Office)

Excused: Darren Dochuk, John Duffy, William Evans, Tim Matovina, John O'Callaghan, Matthew Payne, Lyn Spillman, Juan Vitulli, Matthew Wilkens

Dean Sarah Mustillo convened the meeting at 3:30 pm.

APPROVAL OF THE MINUTES

S. Mustillo asked for any amendments to the September 12, 2018 College Council minutes. The Council approved the minutes without corrections.

COLLEGE BUSINESS

Graduate Minor in Peace Studies

S. Mustillo invited Associate Professor Catherine Bolten (*Department of Anthropology*) to the head table to introduce and discuss a proposal for a graduate minor in Peace Studies. The Dean's Office distributed

a copy of the proposal ahead of the meeting. C. Bolten offered some highlights of the program. The program intends to enroll 5 students a year and will be open to graduate students from a variety of departments. C. Bolten and her colleagues modeled the program on the existing graduate minor on Gender Studies. Students will be obligated to take one required course, and then they can complete the minor with electives. The proposal's authors did not anticipate that students' progress toward degree would slow down if they pursued the minor. Given the structure of the minor, students can pursue certain courses in their discipline to count toward the minor. The minor will not have a required research component, but the faculty anticipate that students will submit chapters for workshopping. The students will be required to participate in a research education seminar.

S. Mustillo called for a vote to approve the proposal for a graduate minor in Peace Studies. The Council unanimously approved the proposal (39 votes in favor, 0 votes against, 0 abstentions).

Purposes of the College Council

S. Mustillo observed that the College may not have used the Council as well as it could have over the years. The Council members offered several suggestions: (1) use the Council for discussion and advice about broad issues, such as space or updates about the College; (2) continue to use smaller subcommittees to address various matters impacting the College; (3) address issues that have yet to be decided, rather than issues that appear to have been vetted and decided; (4) gather agenda items from the Council members; (5) continue to ask the Council to review proposals for new majors and minors; (6) reduce the number of Council members; (7) review the College's reference guide.

Criteria for scheduling three-credit, once-a-week courses

Associate Dean Essaka Joshua introduced the discussion item about scheduling three-credit courses that meet only once a week. After a brief discussion, the following policy was unanimously approved (39 votes in favor, 0 votes against, 0 abstentions).

Criteria for scheduling 3-credit once-a-week classes in the College of Arts and Letters

3-credit undergraduate classes may be scheduled once a week. There should be a pedagogical rationale for holding classes once a week. For example: research; writing; project work; colloquium; graduate-style upper level courses with small numbers of students. The usual time length for such classes is 2 hours and 30 minutes of academic engagement, not including a break. It is expected that departments will not offer an excessive number of such classes, and that classes will be scheduled in non prime-time slots.

Criteria for approval of three-week-long summer classes taught in NDI programs in the College of Arts and Letters

E. Joshua explained that the College should clarify and modify definitions of three-week-long summer courses taught in Notre Dame International programs. After a brief discussion, the following policy was unanimously approved (39 votes in favor, 0 votes against, 0 abstentions).

Criteria for approval of three-week long summer classes taught in NDI programs

Course offerings will usually comply with College of Arts and Letters policy that 3-credit courses must be of at least 4-weeks duration. The Office for Undergraduate Studies may grant exceptions for Notre Dame International summer courses of 3-weeks duration if they meet the following criteria.

1. The course meets the federal government's minimum standard for contact hours. In order to be compliant with federal regulations, a 3-week course must have a minimum of 12 seminar/lecture hours and 37.5 homework/fieldwork hours per week.
2. The course meets for a minimum of 3 weeks, not including travel time to and from the country.
3. The course contains readings and assessments (exams, papers, etc.) equivalent to those of a 3-credit course during a regular semester.
4. The course has a 0-credit prerequisite course in the Spring semester before the summer course. This prerequisite course should engage the students academically in the material of the 3-credit course. The prerequisite should prepare students for participation in the class to enable them to benefit from their time abroad in a meaningful way upon arrival.

Space issues

Associate Dean Margaret Meserve announced the construction of the second floor of Decio Hall. She thanked the Council members for their patience and for enduring the construction noise and dust during the summer months. S. Mustillo underscored her commitment to improve space for departments in Decio Hall.

Diversity—hiring guide and working group

M. Meserve announced that Pamela Young (*Director for Academic Diversity and Inclusion*) requested that every college compile a summary of best practices for hiring to create a more diverse faculty. M. Meserve has convened a small working group of department chairpersons who will work through various models from some of our aspirational peers and will develop a summary by the end of spring 2019.

ADJOURNMENT

S. Mustillo adjourned the meeting at 4:15 pm.

Respectfully submitted,

Matthew C. Zyniewicz
Dean's Executive Administrator