Dean Carolyn Dever called the meeting to order at 4:14 p.m. in Wilson Hall 103. Approximately 50 faculty members were in attendance.

1. **Approval of the Minutes of the Faculty Meeting of October 18, 2011.**

   There were no comments or questions, and the Minutes were approved.

2. **Review of Faculty Council’s e-mail approval of new courses.**

   There were no comments or questions.

3. **Presentation of the Outstanding Graduate Mentoring Award in the College of Arts and Science.**

   Senior Associate Dean John Sloop presented the Outstanding Graduate Mentoring Award to Meike Werner, Associate Professor of German.

4. **Presentation of the Outstanding Graduate Teaching Award in the College of Arts and Science.**

   Dean Sloop presented the Outstanding Graduate Teaching Award to Andreas Berlind, Assistant Professor of Physics and Astronomy.

5. **Presentation of the Outstanding Graduate Teaching Assistant Awards in the College of Arts and Science.**

   Dean Sloop presented the Outstanding Graduate Student Teaching Assistant Award to Farhana Loonat, of the Department of Political Science, and the Outstanding Graduate Student Teaching Award to Matthew Eatough, of the Department of English.

6. **Announcements.**

   Senior Associate Dean Karen Campbell presented two announcements. First, she urged faculty members to submit their spring course book orders to Barnes and Noble as soon as possible, if the orders had not already been submitted (Barnes and Noble operates the new Vanderbilt bookstore at 2525 West End Avenue). The new book ordering procedure was distributed by e-mail in late October. If faculty members have any questions or problems with the new book ordering procedure or want to ascertain if Barnes and Noble has received a book order, they should contact Holly Scott, the textbook manager at the
bookstore (she can be reached at 343-8480 or by Vanderbilt e-mail at holly.scott@vanderbilt.edu). Another way to confirm that the bookstore has received a book order is by checking on YES, where course book information is available after the course book order has been received and processed. After the book information has been posted on YES, students can buy the course books directly through YES, added Registrar Molly Thompson. Dean Dever also urged faculty members to order books early so that the bookstore can procure used books, which can mean a significant cost savings for students.

Second, Dean Campbell urged faculty members to post their course syllabi on YES. Posting syllabi on YES is easy and can be very helpful to students. She explained that syllabi can be posted on YES by clicking on a small, cryptic box that is immediately to the left of a course listing in the online grading function of YES, and once the box is clicked, a menu will pop up that will allow the uploading of syllabi in pdf format. Updating and deleting syllabi on YES can be done in the same way. If a syllabus is not ready yet, she continued, a sample syllabus or last year’s syllabus for the course can be posted. Department administrative assistants can also upload course syllabi to YES after they have completed and submitted the relevant form.

7. Original Motion Calendar.

No issues were raised.

8. Good of the College.

No issues were raised.


The meeting adjourned at 4:32 p.m.

Respectfully submitted,

Written by
Jonathan E. Bremer
Executive Secretary of the Faculty

Reviewed by
Julian M. Wuerth,
Secretary of the Faculty