Minutes of the Faculty
College of Arts & Science

December 4, 2012

Dean Carolyn Dever called the meeting to order at 4:12 p.m. in Wilson Hall 103. Approximately 60 faculty members were in attendance. Sending their regrets were Professors Dayan and Wasserstein.

1. Textbook orders for spring semester courses.

Beth Cain, the Director of the Vanderbilt-Barnes and Noble bookstore, introduced herself to faculty members and invited everyone to visit the bookstore on December 14th for a faculty and staff appreciation day. Textbook orders for spring semester courses should be submitted as soon as possible, she said, while noting that many textbooks are available in several formats (new, used, and digital). Ms. Cain emphasized that she will try her hardest to stock textbooks before classes begin in January and that she will do everything possible to solve book order problems. Barnes and Noble helps students save money, she continued, by renting many textbooks and buying back textbooks. Ms. Cain thanked faculty members in advance for their support and cooperation.

In response to a question, Ms. Cain stated that Barnes and Noble does not buy or sell international editions of books due to copyright issues. A lawsuit is moving through the judicial system on this very matter, she said.

Dean Dever also urged faculty members to order books early so that the bookstore can obtain used books, which can mean a significant cost savings for students.

2. Approval of the Minutes of the Faculty Meeting of November 13, 2012.

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

3. Review of Faculty Council’s email approval of one new course.

There were no comments or questions.

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

Senior Associate Dean Vicki Greene presented the Outstanding Graduate Mentoring Award to Isabel Gauthier, Professor of Psychology.
5. **Presentation of the Outstanding Graduate Teaching Award in the College of Arts and Science.**

Dean Greene presented the Outstanding Graduate Teaching Award to Steven Hollon, Gertrude Conaway Vanderbilt Professor of Psychology.

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

Dean Greene presented the Outstanding Graduate Student Teaching Award to Denise Callajas, of the Department of Spanish and Portuguese, and the Outstanding Graduate Student Teaching Assistant Award to Garrett Bredeson, of the Department of Philosophy.

7. **Announcements.**

Senior Associate Dean Karen Campbell presented three announcements. First, she announced that the deadline for submissions to teach Humanities 161, a team-taught course, in the 2013-2014 academic year, will be in mid-January, 2013. The course comes with a $20,000 budget, which can be used for speakers, teaching assistants, and some other course-related expenses, but not for salary supplements. Topics for the course are often related to contemporary events.

Second, Dean Campbell urged faculty members to post their course syllabi on YES. Posting syllabi on YES not only complies with Federal regulations but also helps to inform students about courses. If the syllabus for next semester is not ready yet, she continued, a sample syllabus or the syllabus from last year’s course can be posted. Posting syllabi on YES is straightforward and a tutorial is available here: [http://as.vanderbilt.edu/overview/faculty/teachingresources/](http://as.vanderbilt.edu/overview/faculty/teachingresources/) or directly: [http://sitemason.vanderbilt.edu/files/dtoCUo/Uploading%20a%20Syllabus%20to%20Online%20Grading.pdf](http://sitemason.vanderbilt.edu/files/dtoCUo/Uploading%20a%20Syllabus%20to%20Online%20Grading.pdf)

Third, Dean Campbell announced that an Arts and Science course inventory has been posted online, at [http://as.vanderbilt.edu/academics/courseinventory/index.php](http://as.vanderbilt.edu/academics/courseinventory/index.php) The inventory includes all approved and active Arts and Science courses by department or program, except for First-Year Writing Seminars (a list of which is available here: [http://as.vanderbilt.edu/academics/axle/writing_seminars.php](http://as.vanderbilt.edu/academics/axle/writing_seminars.php)). She thanked Rob Fuller and Michael Muise for creating and posting the inventory.

Senior Associate Dean John Sloop reminded department chairs that a town hall meeting is scheduled for Friday, December 7, at 2:00, to discuss the parameters of the new Principal Senior Lecturer rank and Arts and Science leave policies.

8. **Original Motion Calendar.**

No issues were raised.
9. **Good of the College.**

No issues were raised.

10. **Adjournment.**

The meeting adjourned at 4:35 p.m.

Respectfully submitted,

Written by
Jonathan E. Bremer
Executive Secretary of the Faculty

Reviewed by
Julian Wuerth,
Secretary of the Faculty