Dean Carolyn Dever called the meeting to order at 4:13 p.m. in Wilson Hall 103. Approximately 50 faculty members were in attendance.

1. Approval of the Minutes of the Faculty Meeting of December 6, 2011.

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

2. Review of the Minutes of the Faculty Council Meeting of February 7, 2012.

There were no comments or questions.

3. Approval of the Candidates for Degrees at the end of the fall semester, December 17, 2011.

Associate Dean Frâncille Bergquist moved that the faculty of the College of Arts and Science recommend to the Board of Trust that it confer upon these candidates their degrees. Her motion was seconded and unanimously approved.

4. Executive Motion Calendar.

A. From the Committee on Academic Standards and Procedures (CASP): Proposed revision of the A&S course audit policy. Professor Hanusa explained that the proposed policy would require students, in order to audit a course, to obtain the written consent of the instructor of the course, instead of an oral consent, and to submit a completed form to the A&S Registrar. The Registrar would retain the audit registration for the semester, not on a permanent basis. Under this new policy, auditing students would appear on class rolls, so electronic messages would be sent to them as well as to regularly enrolled students. Students would be able to audit one course per semester free of charge. There were no comments or questions, and the faculty approved the revision.

The revised policy reads:

“Regularly enrolled College of Arts and Science students who want to audit courses in any of the undergraduate schools of the university must obtain the written consent of the instructor to attend the class but do not register for the course for credit. Forms are available from the School Registrar. No permanent record is kept of the audit. Regular students may audit one class each semester free of charge.”
B. From the Committee on Educational Programs (CEP):

i. **Proposed revision of the Theatre major and minor.** Professor Hanusa explained that, under this proposal, two courses would be added to the list of required courses for the Theatre major, one would be deleted, and the list of optional courses would be reorganized. These changes would increase the minimum number of credits needed to complete the major from 33 to 35. For the minor, two new required courses would be added and the list of optional courses would be reorganized. There were no comments or questions, and the A&S faculty approved the revision of the Theatre major and minor.

ii. **Proposed revision of the A&S study abroad policy.** Professor Hanusa explained that the proposed revision would not allow A&S students to participate in a non-Vanderbilt approved study abroad program in a city in which there is a Vanderbilt study abroad program. This would provide some quality control to study abroad programs, he said, because students would have to participate in a Vanderbilt-approved program, if there is one, in a given city, instead of taking a lower quality program in that city. Moreover, the proposed policy does not significantly limit student choice, because there are plenty of Vanderbilt-approved study abroad programs and plenty of study abroad programs in cities that do not have a Vanderbilt-approved program.

Professor McGinn stated that the proposed policy is a great idea, but asked about a student who has a really good academic reason to apply to a non-Vanderbilt-approved study abroad program in a city that has a Vanderbilt-approved program. Professor Hanusa responded that Faculty Council considered this point, but members thought that adding an exception to the policy would open up difficulties and members wanted to support Vanderbilt-approved programs. The faculty, then, approved the revision of the A&S study abroad policy.

5. **Update on Improvements for Textbook Ordering for fall 2012.**

Senior Associate Dean Karen Campbell presented two announcements. First, she said that labels have been added to the YES website to make it easier and clearer to add syllabi to course listings. Instructors can now add in one step the syllabus of a course with multiple sections and can now delete syllabi. Posting syllabi to YES is very important, she continued, because it is one way for Vanderbilt to comply with Federal regulations that require colleges to make course textbook information public. Syllabi for spring 2012 courses can be posted on YES until May 6, and syllabi for fall 2012 courses can be posted after March 1. She explained that instructors or their authorized assistants will have to upload syllabi to YES each semester, as syllabi do not roll forward from semester to semester. YES can be used as a record of course syllabi, Registrar Molly Thompson stated, in response to a question from Professor Epstein. Students have access to the syllabi of past courses by going to the public view portion of YES at yes.vanderbilt.edu/schedule.

Second, Dean Campbell stated that the Barnes and Noble campus bookstore has pledged to do a much better job of textbook ordering for next fall’s courses than it has done for
this semester’s courses. In order to resolve the numerous problems, she has met several times with the managers of Barnes and Noble and the campus bookstore, during which they admitted mistakes. Subsequently, the bookstore has made some significant staffing changes, which include dedicating one staff person solely to A&S. This should improve communication and performance. For information regarding textbook ordering for fall courses, the campus bookstore is planning to send out a message to course instructors soon. This message will include contact information for persons in charge of textbook ordering for the bookstore. The campus bookstore will offer instructors multiple ways of ordering textbooks—online, paper forms, or email—but online is preferred and has been more reliable. If instructors have not received a textbook-order confirmation, then they should contact the bookstore or go to the bookstore and check to see if the books are there. Dean Campbell asked faculty members to send textbook-ordering complaints or problems, with details, to her. Dean Dever thanked faculty members for their patience and diplomacy with the textbook-ordering problems this semester. She said that the bookstore managers appear to be earnest about acknowledging mistakes and vowing to do a better job, but we will have to see how well they do next fall.

6. **Original Motion Calendar.**

No issues were raised.

7. **Good of the College.**

Dean Dever stated that, at this point in the process, both undergraduate and graduate admissions look great for next fall.

8. **Adjournment.**

The meeting adjourned at 4:35 p.m.

Written by
Jonathan E. Bremer
Executive Secretary of the Faculty

Reviewed by
Julian M. Wuerth,
Secretary of the Faculty