

Approved by  
Council, will go  
to faculty vote

## 1.4 Arts and Sciences Council

**1.4.1 Composition** The Arts and Sciences Council shall be constituted of 14 members as follows:

One Chairperson

Six (6) members of the Arts and Sciences faculty elected at-large by vote of the full faculty.

Six (6) members of the Arts and Sciences faculty elected as representatives of and by the respective faculties of the School of Fine Arts, the Natural Science Division, and the Humanities and Social Sciences Division. Representation is as follows:

Humanities and Social Sciences Division 2 members Natural Sciences Division 2 members School of Fine Arts 2 members

One (1) staff member in Arts and Sciences elected by vote of all staff in the College. This representative shall vote on all Council business except matters of curriculum.

Two (2) Arts and Sciences students (non-voting), one to be the Arts and Sciences representative to the Student Senate and the other to be the Fine Arts representative.

The Dean and an Associate/Assistant Dean shall serve as ex officio members of the Council. The Dean, in collaboration with an Associate/Assistant Dean, shall be responsible for recording annual revisions of the Faculty Handbook as necessitated by Council or faculty action.

**1.4.2 Election and Terms of Members** Each of the elected members of the Council shall serve a two-year term.

Terms shall be staggered, with half of the members elected each year. No faculty or staff member shall be elected to consecutive terms on the Council. Eligibility for election recurs after a lapse of one year. Elections shall be held in the spring and the new Council shall assume its duties with the opening of the academic year in the fall. In the spring of each academic year, eligible College faculty and staff shall elect a Council Vice-Chair from among [the 4](#) newly-4

elected Council faculty members. The Vice-Chair shall become Council Chair at the start of the second academic year of his or her two-year term, and serve as the presiding officer.

Student members shall serve one-year terms; their selection shall occur at the beginning of each academic year. In the event that a faculty or staff member elected to the Council is unable to complete a term of office or misses three or more meetings in one academic year, the matter shall be referred to the Council for a removal vote. The member shall be notified before such a vote is taken. If a Council member is removed or unable to serve, the person receiving the next highest number of votes in the relevant election shall serve for the remainder of the term if this election has been held within the preceding twelve months. Otherwise a special election shall be held to elect a replacement from the same constituency.

**1.4.3 Presiding Officer, Member Responsibilities, and Meetings** Each academic year, the Chair shall call an initial meeting of the Council [on the first Wednesday of September at 3:30 p.m.](#) to review operational procedures and to orient new members to the responsibilities and powers of the Council.

The Council shall meet monthly during the academic year, [on the fourth Monday of each month at 3:30 p.m.](#), with the option of scheduling more frequent meetings when necessary in order to discharge its responsibilities. The Chair of Council or the Dean may call special meetings. All meetings shall be open to all members of the university community. All Council members are encouraged to consult with their constituencies via office hours or email. Council members will be assigned to chair and/or serve on standing College committees.

**1.4.4 Agenda and Minutes** The deadline for items to be presented to the Chair of Council for consideration for inclusion in the Council agenda is noon of the day one week prior to the meeting, and the deadline for mailing the agenda to members of the Council is five days prior to the meeting. A copy of the minutes of the previous meeting is to be enclosed with the agenda.

Copies of the agenda and allied documents shall be made available upon request in the Office of the Dean. Copies of the minutes shall be sent to the entire faculty or be made available on the web after they have been approved by the Council.

**1.4.5 Powers** The Arts and Sciences Council is the chief legislative body within the College. It shall have the following powers:

- a. To establish and maintain policies for the College.
- b. To initiate University policies which shall be submitted to the Faculty Senate for consideration.
- c. To develop an annual agenda or charge for each of its standing committees during the first Council meeting of the academic year. Each standing committee shall be chaired by a member of Council and shall report to Council on a regular basis. At its spring organizational meeting, Council shall select standing committee chairs from among Council's new and continuing members.
- d. To enact academic regulations and requirements.
- e. To maintain the curriculum of the College and approve all changes.
- f. To approve, upon recommendation of the appropriate body, modification of the degree requirements for the various degrees.

5

g. To establish standards and procedures to be observed by the Associate/Assistant Dean for making exceptions to degree requirements for individual candidates.

**1.4.6 Amendments** Amendments to the regulations establishing this organizational structure of the Arts and Sciences Council (items 1.1 to 1.4.6) shall be initiated by either a two-thirds vote of the Arts and Sciences Council or by a petition from one-third of the faculty and staff. Approval of the amendment shall require a majority vote of the Arts and Sciences faculty and staff. All other amendments may be approved by a majority vote in the Council.

### 3.4.1 The A&S Outstanding Teacher of the Year

Formatted: Font: Garamond, 12 pt

Each year a College faculty member is honored for excellence in teaching. The honoree receives a plaque, a cash award and delivers an address at the following year's A&S Honors Convocation. The Outstanding Teacher of the Year award is funded by an endowment established by Dean and Sue Wright.

a. Teacher of the Year Committee: In early fall of the academic year, the Faculty Cabinet will appoint a Teacher of the Year Committee composed of two students and four faculty members representing the divisions in the college ~~and two students~~. One member will be the most recent recipient of the Teacher of the Year Award, who will serve as committee chair. If the most recent recipient is unavailable due to sabbatical, retirement, etc., the Faculty Cabinet will appoint another suitable chair.

b. The Teacher of the Year Committee will solicit nominations on a rolling basis from students, recent alumni, and faculty colleagues. The college should advertise quarterly in the Times Delphic, and should announce a call for nominations at all College events and ceremonies with at least two calls for nomination, one late in the fall semester and a second prior to February 1. The deadline for submitting nominations is February 15, and all nominations made within the prior 12 months will be considered eligible. All nominations should be submitted using an online form.

c. ~~The Teacher of the Year Committee may recommend that strong, non-winning nominations from the current year be carried over to the next year.~~ Non-winning nominees will be considered for the Teacher of the Year award for two consecutive years. Nominees who either do not want to be considered in a consecutive year or want to update their materials shall contact the committee Chair.

d. Eligibility for the Award: Nominees must be full-time, continuing faculty in the college of the Arts and Sciences. Nominees must have completed at least three years of service at Drake. A Teacher of the Year honoree is ineligible for consideration for a period of five years after receiving the award.

e. After receiving nominations, the Teacher of the Year Committee will contact nominees and request a portfolio containing evidence of teaching effectiveness including a letter of support from the nominee's chair that references student evaluations, without providing the evaluations themselves. ~~The committee will also solicit the as well as the~~ names and contact information for up to 5 current students or recent alumni who could provide recommendations. The committee will then contact these recommenders to request their input.

Formatted: Space After: 12 pt, Line spacing: single, No widow/orphan control, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: Font: Garamond

Formatted: Font: Garamond, 12 pt

f. Any committee member with a potential conflict of interest (e.g., members of a nominee's department, those with current/past personal relationships, students who have had the nominee as a

professor) should alert the committee of the potential conflict. The committee should have an opportunity to discuss, ask questions, and determine whether the person should be recused for purposes of consideration.

g. The Teacher of the Year Committee will consider each nominee's teaching excellence using the student nomination letters and the evidence of teaching effectiveness presented in the nominee's portfolio. Among the criteria the committee will consider include (i.e., this list is not exhaustive): (1) use of innovative teaching practices, (2) enthusiasm for teaching and/or the subject matter (3) personal commitment to students, and (4) overall effectiveness in facilitating student learning. The committee will determine the recipient by majority vote. All committee deliberations are confidential. The recipient's name is to be kept secret until it is announced at the Honors Convocation by the committee chair. The committee must inform the dean of its decision by April 1.

Approved

WLC Proposal for Language Minors  
Submitted by Marc Pinheiro-Cadd  
September 27, 2016

In the academic year 2015-2016, the Department of World Languages and Cultures offered the Minor in Spanish Language and Culture for the first time. This minor did not require study abroad.

Beginning in the fall of 2016, WLC's Certificate of Competence in Arabic (Chinese, French, German, Japanese, Spanish) was converted to a Minor in Arabic (Chinese, French, German, Japanese, Spanish) Language and Culture. These new minors are transcribed and coded in this way. These minors do require study abroad.

However, it has become clear this semester that there is significant confusion among students and advisors as to whether the new minors are, in fact, minors, concentrations, or interdisciplinary minors. Adding further to this confusion has been the proliferation of individualized minors proposed by WLC students.

This proposal is, then, an attempt both to simplify and to clarify WLC's degree offerings and to decrease the number of individualized minor proposals received and processed by the College of Arts and Sciences' Dean's Office.

We proposed three options for students. The first two will be called a Minor in Arabic (Chinese, French, German, Japanese, Spanish) Language and Culture. There are two tracks that fulfill the requirements for this minor: one requires study abroad and one does not. The specific requirements are outlined below.

The third option will be called an Interdisciplinary Minor in Arabic (Chinese, French, German, Japanese, Spanish) Language and Culture. This option does not require study abroad and allows students to combine language courses with related courses taught in English. The requirements for this option are also outlined below.

All three options will require students to take a course that will be created once this proposal has been accepted. It is a one-credit-hour capstone course in which students will create an electronic portfolio documenting their progress throughout their efforts to meet the minor's requirements. It will be a hybrid course and will culminate in a showcase open to the campus.

The tenured and tenure-track faculty of the Department of World Languages and Cultures make this proposal after lengthy discussions and considerations about students in each of the six languages and cultures under consideration. We welcome the opportunity to discuss this proposal with you.

(Please see below for the list of specific requirements.)

*Minor in Arabic (Chinese, French, German, Japanese, Spanish) Language and Culture*

Track One: With Study Abroad (These requirements mirror those of the current minors requiring study abroad in the six languages relevant here except for the addition of WLC 149)

- 12 hours in the language above LANG 051 (at least one course must be taken after returning to Drake)\*
- WLC 080 Study Abroad Experience I (1 hour)
- WLC 081 Study Abroad Experience II (2 hours)
- WLC 082 Study Abroad Experience III (3 hours)
- WLC 147 Capstone for WLC Minors (1 hour—currently “East Asian Studies Capstone”—to be renamed)
- WLC 148 Intercultural Communication (3 hours)

Total = 22 hours

Track Two: Without Study Abroad (These requirements mirror those of the existing Minor in Spanish Language and Culture except for the addition of WLC 149.)

- 18 hours in the language\*
  - for French, German, and Spanish, 18 hours above 051
  - for Arabic, Chinese, and Japanese, 18 hours beginning with 001 or above
- WLC 147 Capstone for WLC Minors (1 hour—currently “East Asian Studies Capstone”—to be renamed)
- WLC 148 Intercultural Communication (3 hours)

Total = 22 hours (a minimum 12 of these plus the capstone must be taken at Drake)

Approved

Dear Colleagues,

I am writing to amend the requirements posted for an Art History minor. The total number of hours will remain the same, but ART 198 Art and Theory (an existing course) will be added as a requirement, and the number of electives will be reduced from 2 to 3 to accommodate this.

At present, Art & Theory (ART 198) is required for all art history and studio majors. I had not noticed that we had neglected to post it as a required course for Art History minors.

Professor Lyons and I would like to make this change so that the list would include Art and Theory as we feel that theory is a crucial component of Art Historical knowledge for minors as well as majors.

The total number of courses and credit hours therefore remains unchanged. The only difference is that the students in the minor previously could take 3 electives and now they can take two — the third has been replaced by Art & Theory as follows:

ART 075 - Themes in Art History	4
Art 198 - Art and Theory	3
Art 197 – Art History Capstone	4
<i>Select one Foundation Studio class from the following:</i>	
ART 013 - 2-D Design (for the major)	
ART 014 - 3-D Design	
ART 015 - Drawing I	

Because of the inclusion of Art & Theory, which is an art history course, the remainder of the requirements for the minor would be changed from **three** art electives to **two**, and read as follows:

Two Art History electives, or One Art History elective and one Studio course	9
TOTAL	

Thanks so much!

Sincerely,

Lenore Metrick-Chen  
Associate Professor Art & Design