students when there is a schedule conflict. The number of office hours is to be determined at the appropriate administrative level, and office hours should be a matter of common knowledge.

From Tracy Steele at Sam Houston State University:
At present, our office hours policy is one hour of office hours for each hour of class. Many list that they are available for appointments as a way to supplement posted hours. I am not aware that we have come to a set determination regarding online courses and office hours. The LMS (E-College) has a "virtual office" component where students can leave questions any time for the professor that the entire class has access to as well. We are addressing all aspects of online this year including quality of instruction. We have specifically discussed office hours and how they are carried out for online courses.

From Dr. Peters at the University of Northern Iowa:
I'm unaware of any policy at UNI involving office hours. I think different departments may have rules or norms governing this, but there's nothing at the university level.

From Dr. Boe at Northern Michigan University:
The language in our contract regarding "office hours" is as follows: "Faculty recognize that being available for consultation with students is essential for student learning and hence an important responsibility. Faculty will be available for consultation with students for one hour per week for each credit of teaching load up to 12; some of these hours may be arranged individually or through the departmental office; others, however, must be held at regular and posted times at an approved professional location on campus, e.g., faculty office or laboratory." I am not aware of any specific policy relating to on-line/web-based courses, though this has certainly come up at the departmental level, and it may be up to individual departments to determine whether such office hours need to be face-to-face, or whether they can be held "virtually" (i.e., on-line), though the contract seems to indicate that these must be held on campus.

I am still waiting for a response from the following institutions and will submit the information as it is received:

Univ. of Central Arkansas
Minnesota State University Moorhead
Central Missouri State (Univ. of Central Missouri)

Respectfully submitted,

Tommy Hansen
Chair – Welfare Committee

Draft Minutes
Ethnic Studies Advisory Committee Meeting
October 2, 2012, 4:00 PM
Lincoln Conference Room, 2208 Founder

Attendance: Jan Harriott, Tami Moore, John Stanko, Dawn Mollenkopf, and Program Director Claude Louishomme

I. Meeting was called to order at 4:00 PM
II. Harriott made a motion to approve minutes of the September 4, 2012 meeting. Moore second. Motion was approved by unanimous vote.
III. Committee members discussed the need to have a full contingent of members. Currently the College of Natural and Social Sciences and the College of Business and Technology have only one of two representatives (Stephen Glazier and Tami Moore, respectively). Linda Van Ingen from the Department of History was nominated and unanimously approved to be the second CNSS representative. Moore suggested contacting the departments of Industrial Technology, Marketing and Information Management.

IV. Pursuant to the recommendation by the 2012 APR Team that the ETHS Program review and consider revising its current Mission Statement, Louishomme distributed a sample of mission statements from other ethnic study programs and asked members to review and provide comments by Tuesday 9 October 2012.

V. Moore made a motion to adjourn at 4:25 PM. Harriott seconded. Motion was approved unanimously.

ISAC Minutes

A meeting of the International Studies Advisory Council was held on Thursday Oct 4, 2012 at 3:30 in Copeland Hall 244.

Present: Amy Rundstrom, Barbara Amundson, Steve Amundson, Will Aviles, Tone Mendoza, Sylvia Asay, Suzanne Maughan, Diana Jones
Absent, Susan Honeyman, Matt Mimms Sonja Kropp, Ann Marie Park

The council began with a discussion of upcoming APR. The dates have been set for March 27-28, 2013. After some discussion, the council agreed on potential team members. Lilly will contact them and present the names to Drs Taylor and Bicak for approval. Dr. Taylor agreed with our suggestion that we come up with the 8-12 most commonly used faculty and courses and provide their syllabi and cv for the self-study. Asay and Amundson have helped start us on the way to choosing those syllabi and cv with their synthesis of 6 student degree audits. Many thanks!

All faculty on the Advisory Council except Mims are now on Taskstream. Now Lilly can begin the process of distributing the student papers for assessment.

Regarding the International Fair. We will again cooperate with International Studies. It was agreed to use the same subcommittees and responsibilities as last year with a few adjustments. The Fair this year is Nov. 28. Please come with updates to the next meeting

Amy Rundstrom/Ann Marie Park: Food, Chartwells food day, slides—Amy—find out about Doctors Without Borders.
Steve Amundston/Sylvia Asay: B&T—internships, ROTC, businesses w/international connections, Intl Bus. Minor
Barbara Amundson: passport table, ESL?
Tone Mendoza: Music
Sonia Kropp, Susan Honeyman: FAH: Foreign Lang Table, Intl Arts, Poetry??
Will Aviles, Suzanne Maughan: Model UN, Peacecorps?, internships?
Carol Lilly: flags, Amnesty international,
ALL:—students, student groups

Regarding Amnesty Intl—Lilly informed the council that it is alive and well this semester with about 10 active students attending regular meetings