****Department of Humanities and Fine Arts**

**Meeting Minutes**

**Date:** September 11, 2015, 1:00 p.m.

**Location:** Lee L-128 (Conference Room)

**Chair:** Dr. Russell Swanson

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Brown | X |  |  |
| Chase, S | X |  |  |
| Chase, W  | X |  |  |
| Doiron  | X |  |  |
| Hoover | X |  |  |
| Lublink | X |  |  |
| McGowan | X |  |  |
| Mompoint  | X |  |  |
| Pritchett  | X |  |  |
| Roes  |  |  | X |
| Sutter | X |  |  |
| Smith  | X |  |  |
| Swanson  | X |  |  |
| Guests | Dr. Susan Hibbard (Office of Sponsored Programs and Research) Dr. Jeff Stewart (Research Technology and Accountability)  |

1. Call to Order: 1:10 pm
	1. Attendance taken
	2. Approved Minutes from August
2. Information items
	1. Bob Rauchenberg Gallery: Tonight from 6-8 pm (“Wayne White: Here Comes Mr. Know-It-All”
	2. Dr. Susan Hibbard: Spoke about research funds
		1. Their office is in I-209 (where you can also find International Education)
		2. Let them know early about grants; they’re here to help.
		3. ARC Grant: academic research grant (mini-grant up to $5,000; they have $100,000 total, split over two semesters)
		4. Types of funding: not data-driven things (like those funded by national/state sources), it’s for research (not presentations at conferences)
		5. Open to full time faculty (who can work together)
		6. Deadline: October 9th (or November 6th for Florida Humanities Council Grant)
		7. External Funding workshop: 9/25 (a lady from Eastern Michigan University doing a grant-writing workshop)
	3. Dr. Jeff Stewart: told us about the areas under his supervision
		1. Institutional research (Abby)
		2. Athletics: same expectations for athletes, FERPA guidelines waived
		3. Title IX: training on assault issues is available (see last week’s email). Deadline for completion: Oct. 31st.
		4. IT: Faculty refreshing equipment every 4 years
		5. Occasional opportunities to deviate from normal rules for getting equipment for specialized fields (music, theater): go first to Help Desk, then get Jason Dudley involved.
	4. Random announcements/clarifications:
		1. Appendix A (Chase, Doiron, Pritchett, McGowan) and Appendix B (all FT faculty) due 9/18, not 9/28.
		2. SEI: students take it Nov. 10-24.
		3. Portfolios due 2/1, not 2/8.
		4. Office Hours: 4 of the 5 workweek days.
		5. Classes: we’ll divvy them up within our own dept. before submitting schedules each semester
		6. Collier Humanities: we may need to open up new classes (Les needs to speak with Russell about which classes he needs to sign up for)
		7. Humanities Club: 81 signatures of people interested. SGA meets Tuesday to evaluate application for the new club
	5. Florida Humanities Council Grant – email/talk to Wendy if we want to present for “Evolution, De-Evolution, and Revolution” in February (we’re hoping to get $5,000)
	6. Honors Scholar Program – more faculty are applying, so they’ll be more selective about who teaches when
	7. Assessment Update:
		1. The Gen Ed changes sped up our timeline for DoHFA disposition assessment plan
		2. Action Item for everyone: read through Sarah’s new drafts and Rebecca Harris’ template
		3. Action items for Sarah: Put the list of dispositions together, create a draft
3. Discussion Items
	1. Spring 2016 elimination of MWF 3-hour classes. Issues?
	2. SEI questions: roll-over and changes due to Joe by 9/15/15
		1. “During this course I felt comfortable sharing my opinion without fear of what my professor would say.”
		2. “As a result of this course, I think more creatively and critically.”
		3. “This course inspired me to reflect upon my own experience while drawing on diverse perspectives.”
	3. Adjunct Faculty Mentoring: reports and observation forms go to Chair, then Dean, then payment is made
		1. Si-Chen Liu (Ron Doiron)
		2. Monica Krupinski – Elijah Pritchett
		3. Kevin Maudlin – Tom Smith
	4. Advising in the Fine Arts Initiative – send Russell updated short sheets
4. Next Meeting: Oct. 9, 2015 – 1:30-2:30 pm, Edison Campus L-128 and Polycom

RUSSELL SWANSON’S ACTION ITEMS:

* Make sure Dana is up on the scheduling stuff (e.g., MWF classes)
* Make sure someone knows that there are procedures for spending arts money (because someone at Collier took money out of an account he possibly shouldn’t have)
* Put in the minutes whatever the Arts people talked about after the rest of us left (the things in the Discussion items we didn’t get to)