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

**Meeting Minutes**

**Date:** October 11, 2015, 1:30 p.m.

**Location:** Lee L-119

**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. Eileen DeLuca, Assoc. VP of AA (year 3 of QEP update) | | |

1. Call to Order: 1:30 pm
   1. Attendance taken
   2. Approved Minutes from September
   3. Guest: Dr. Eileen DeLuca
2. Information items
   1. Reported Taini/Davis fund expenditure did not happen; research ongoing (we’ll table the AITF funds dispersion until January, when Dana is back, and possibly only spend money on small dollar items for Stuart, Tom, and Steve).
   2. SACSCOC Sub Change Approval of Audio Technology Certificate – granted, hopefully in time for us to find money in the spring to run fall classes.
   3. New departmental SEI questions submitted (by Sarah) – Check Canvas
   4. Adjunct faculty mentors – observations during first part of semester; help with mini-portfolio (see Canvas)
   5. Advising in Fine Arts initiative: send short sheets to Russell
   6. Fine Arts Marketing: Advising, Admissions, Orientation, FYE/SLS (brief discussion of video idea with walking tour)
   7. Title IX online training deadline: end of November (may or may not be required; we’ve received contradictory messages)
   8. Insured dependent verification – extended deadline to 10/16 (see 10/6 email)
   9. Mandatory insurance open enrollment; new plans for 2016 (deadline approaching in October)
   10. Staff changes in dean’s office: Wendy to help with Constant Contact
   11. SEI Pilot Full report posted to Canvas (Gen Ed and Assessment folder)
3. Discussion Items
   1. More AFM are needed for AY 15-16 for non-newbie adjuncts under review (16)
      1. $150 stipend: classroom observations, talk to them, talk about portfolio
      2. Philosophy, art history, humanities, etc.
      3. Each mentor can have up to 5 adjuncts
      4. Check with Russell if we’re interested
   2. New DoHFA Canvas page: best uses?
      1. Files, Assessment, etc.
   3. New draft of 15-16 assessment plan and timeline
      1. F15 – 12 Course GE – Learning Outcomes and DS Revisions
      2. S16 – remaining GE – Learning Outcomes and DS Revisions
      3. Sarah’s new plan:
         1. Handed out new dispositional learning outcomes
            1. Amended by adding one more and approved

Sarah: Post to Canvas

* + - 1. Handed out PHI 2010 syllabus (with dispositional outcomes)
      2. We need to map our dispositions to the Gen Ed competencies
      3. Handed out timeline draft with new deadlines (mentioned in action items below)
         1. Approved; all relevant faculty to participate in discussions on Canvas site related to any courses with which you have expertise or experience teaching (see plan in new timeline or October agenda)
  1. ARTS@FSW: Lou Traina is our new contact; who will meet with Russell and Lou about this?

1. Next Meeting: November 13, 2015 – 1:30-2:30 pm, Edison Campus L-128 and Polycom

ACTION ITEMS:

* Fine Arts Faculty: get Russell updated short sheets (Advising in Fine Arts Initiative)
* Sarah: add “Relate the course material to my life outside the classroom” as a disposition learning outcome (in addition to the other 7 disposition-based outcomes) and post revision to Canvas
* PHI, HUM, and Music Faculty: Do the things on the Assessment Plan Timeline 2015-2016 Draft
  + By Nov. 7th: Decide which Gen Ed competencies are primary and secondary in each course, decide which Dispositions should be included in each course and line them up with two Gen Ed competencies, and decide which current outcomes line up with which competency and which learning outcomes should be deleted.
  + By Fall 2017: All syllabi revised and Assessments running (after having checked them for validity)

RUSSELL SWANSON’S ACTION ITEMS:

* Send another email for arts video scheduling

DELUCA PRESENTATION:

* Assessment of QEP: There is a statistically significant impact on retention when students feel like they belong
* Committee representation and building Honors program
* She welcomed participation from faculty (showing students that they can do interesting things with a career)
* Ideas from us:
  + Tell us more about what you do
  + Students don’t value learning for learning’s sake