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

**Meeting Minutes**

**Date:** September 9, 2016, 12:00 p.m.

**Location:** Lee L-119 (Theater)

**Chair:** Dana Roes

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 | Mike Molloy, Kelly O’Neil  |

1. Opening
	1. Call to Order: 12:00 pm (ish)
	2. Attendance taken
	3. Approved Minutes from August
2. Information items
	1. Syllabi Review
	2. Field Trip forms – do them when you’re not in your classes (and/or not getting paid for the trip, as musicians are)
	3. Admissions Open House – Edison campus, Oct. 11, 3-5:30 pm in U-102. Set up at 2 pm.
	4. Mini-Grant – Apply and/or help Stuart with his Guest Speaker by contributing
	5. ARC Faculty Research grants – lunch to learn how to apply on 9/21 from 12-1:30 or 9/22 from 12-1:30 in AA-168 (Edison campus)
3. Discussion items
	1. Stuart bringing in guest speaker
	2. Academic Structure – possibly spin off Fine Arts or Music because it’s getting too big to do with the current staff, and we still agree with what we decided last time (Deans, Associate Deans, chairs, etc.)
	3. eLearning Course Development – possibly give Stephanie Proulx the courses that need development, and possibly give Catherine Wilkins HUM 2020 to design. Assessment will be consistent between ground and online. Elijah said he’ll help Catherine work on the HUM 2020 class online. HUM folks will meet to talk about how to handle this further.
	4. Spring schedule – We’re moving to standard start/end times. Sign up SOON for Dana.
	5. Textbooks – Decide between the textbook you want to use and the PowerPoint presentation. Or do both (surreptitiously)
	6. Faculty line – we talked.
4. Next Meeting: 10/14 at 10:00 a.m. Preferably theater or conference room.

ACTION ITEMS:

* HUM folks: figure out how to handle assessment for HUM 2020 (or give to Catherine to design) knowing it’ll be the same assessment on ground and online.