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

**Meeting Minutes**

**Date:** August 15, 2017, 2:30 p.m.

**Location:** Edison/Lee campus

**Chair:** Dana Roes

**Minutes:** Michael McGowan

|  |  |  |  |
| --- | --- | --- | --- |
|  | 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 |  |  |
| Molloy  | X |  |  |
| O’Neil  | X |  |  |
| Guests |  |

1. Opening
	1. Call to Order: 2:40 p.m.
	2. Attendance taken
	3. Approved Minutes from April 2017
2. Information items
	1. Announcements:
		1. We welcomed back Myriam.
		2. New adjuncts: Troy Fassbender (philosophy), April Woodson (religion), Dan Heck (music), Matt Seemen (music)
		3. New things coming soon: latest version of Office 365, new version of our public safety alert
		4. Syllabi: Dana needs one for every section by 1st day of classes, one for each section of each class.
		5. Humanities Table: 8/21 from 9-2 (Kelly and Ron typically)
		6. Proctored exams: make sure students know from beginning. Can use Academic Support Center or Proctor U (better for catching cheating)
		7. New classes: think about this and know the Curriculum Committee deadlines
		8. Growth update: Tom and Mike have lots of new audio/music stations
		9. 9/27: Wed, masterclass (Tom)
		10. 10/18: Florida Humanities Council speaker, Lou Vickers (NEA recipient) … if we get the grant
		11. 10/18: faculty recital
		12. Stuart – planning on offering playwriting in the spring (send students his way who may be interested)
		13. Steve: teaching a filmmaking class (Honors)
		14. Colloquium update: Wendy
			1. March 15: Tegu Coles (spelling? Minutes-taker didn’t hear this name clearly)
			2. Screening and Q/A with Mayor of Miami Beach, Clinton Global Initiative
			3. Mike Ramsdale, “Anatomy of Hate” with FSW alum for “Cape Denim”
		15. Spring schedules: Need to be all in by 9/15, so we need to get our preferences into Dana soon by Friday (8/25)
		16. Assessment: Elijah is the new person. He told us to put pre-and-post-tests on the schedule/syllabi. (A later email said we needed to adjust the dates ourselves.)
		17. Gen Ed Assessment: Mike McGowan (REL 2300) will have the specific competencies tested
3. Discussion items
	1. Adjunct Faculty Mentoring:
		1. Mike M. will be AFM for April Woodson
		2. Russell will be AFM for Troy Fassbender
		3. Tom will be AFM for Dan Hick and Matt Seeman (music)
	2. Portfolio review:
		1. Continuing Contract: go to TLC workshop on 8/18 from 9-11 a.m. in AA-168. (This applies to Mike M.) … Sarah, Tom, and a person of Mike’s choosing for the third person on the subcommittee (Russell will probably chair the Ad-hoc committee).
		2. Non-Continuing Contract: go to TLC workshop on 8/17 from 10-11:30 a.m. in A-105
	3. Goals, hopes, dreams for this year:
		1. Classroom more conducive to meetings/honors classes (Wendy and others)
		2. A sitting area with phone/laptop plugins for charging in L building
		3. Improving the Wi-Fi in the L building
		4. Unblocking or not slowing down social media sites from Wi-Fi
		5. List of DoHFA faculty members with brief Bio information (a department page)
4. Next Meeting: 9/8/17 at 9 a.m. in L-119. We all said we prefer 10 a.m.

ACTION ITEMS:

* All: get spring schedules to Dana by Friday, 8/25.
* Mike M. choose a third person for the Continuing Contract subcommittee.