1. **Call to order:** 
   1. Approval of Minutes from November.

II. **Information Items**

a. Congratulations all around for the faculty who have presented at conferences (Elijah and Russell) and who will be presenting in the near future. (Sarah, Mike, and Wendy).

b. Colloquium: Still in need of funding for Mayor Levine, Willie Filkowski and advertising. They will find out about FEE funding in January.

c. Duty Days: They begin January 2nd but you can make a short appearance that day.

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|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Faculty** |  |  |  |
| Brown | X |  |  |
| Chase, Steve | X |  |  |
| Chase, Wendy |  |  |  |
| Hoover |  | x |  |
| Doiron | X |  |  |
| Lublink |  | x |  |
| Mompoint | X |  |  |
| Roes | X |  |  |
| Sutter | x |  |  |
| Smith | X |  |  |
|  |  |  |  |
| McGowan | X |  |  |
| Swanson | x |  |  |

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| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Staff** |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Quimbly | x |  |  |
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| **Guests** |  |  |  |
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District duty day is January 3rd and our department meeting takes place at 2:15-3:45.

d. Textbook issues: Please submit any changes to your textbook requirements asap.

e. Emergency Procedures: If you pick up the classroom phone and dial 1—it goes straight to 911; 2 goes to campus security; 3 is IT; 4 is to connect with other campus offices. If there is a mild or moderate risk, call public safety Emergency: 911 and public safety. Report anything to the dean first.

f. Concerts by music department very well-attended.

g. Problems with maintenance. Garbage bags are left outside the back door for up to 2 days without being brought to the dumpster. They don’t go into the dark room to pick up the trash. The bathrooms are not being cleaned with the same frequency. There are cobwebs in the grid on the ceiling near the music room. Several office doors were inadvertently left open.

III. Discussion: How to handle controversial political material in the classroom.