**Department of Humanities and Fine Arts**

**Meeting Minutes**

**Date:** August 14, 2019, 2:15 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 |  |  |
| Krupinski  | X  |  |  |
| Guests | David Luther |

1. Opening
	1. Call to Order: 2:15 p.m.
	2. Attendance taken
	3. Minutes from April. 2019 Approved
	4. Wendy awarded with medal
2. Announcements:
	1. Welcome Monica and Ryan
	2. Digital Arts room
	3. Tom: update on Trumpet Ensemble (FEE Grant)
	4. Upcoming Events: visit Arts@FSW
	5. ARC Presentations Thursday (Lee, A-168, 9-12:30)
	6. OBOC
	7. Fall Symposium: Maybe another “Soul Food” theme
	8. Spring Symposium: Russell’s looking for a theme
	9. 9/27: Environmental Event (ask/see Wendy Chase about it)
3. Information items
	1. Everything’s on Canvas this year (at least Grade book and syllabus)
	2. Mike Molloy: Assessment info (we’re going to have a set time period for pre- and post-tests, not unique to each professor. At end of semester, we’ll do the tests the week before exam week [but this might change]). If you teach HUM 2020, this class is doing a survey for the first time. We can also say 5% for surveys/assessments (not 2.5% each, since we need front and back end data).
	3. Sarah Lublink: Professional Development committee. Update: we have 76k this year (nearly double last year). Deadlines changed: we’re going quarterly now. For Oct-Dec, the deadline is late August. The rubric has also changed (asks for more specificity). Another change: no need to do a session upon return… they’re rewarding people who already did TLC presentations (in the past 12 months). Also, PD Fridays: TLC sessions are now every 4th Friday each month.
	4. Gen Ed Advisory Committee: need volunteer
	5. Co-curricular Programming Funding Request Deadlines (9/1, 12/1, 2/1): <https://fsw.qualtrics.com/jfe/form/SV_2fOB1kNNMTXI67b> (this account covers food and beverages)
	6. Faculty Evaluation cycle: know where you are in the cycle. The ones up for 5-year review: Dana, Russell, Wendy (maybe Les). Email Dr. Teed if you’re not sure.
	7. Deadlines (e.g., Attendance Verification, add/drop, etc.): see FSW Academic Calendar. Note: hold Finals during finals week, not during the last week of classes.
4. Discussion Items
	1. O.E.R. for HUM 2211? HUM 2235? Or HUM 2250? Think about this for our next meeting.
		1. Russell: trying one in Logic
		2. Art Appreciation trying one, too
5. Next Meeting: Friday, 9/13 at 10:30 a.m.

ACTION ITEMS:

* All: Send Dana your syllabi
* All: Send Dr. Teed your weekly schedules
* Adjunct Faculty Mentors: make sure your mentees know how to use Canvas (esp. Gradebook and Syllabus)