**Department of Humanities and Fine Arts**

**Meeting Minutes**

**Date:** August 15, 2018, 2:00 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 | J. Van Gaalen, D. Barnard, D. Teed  |

1. Opening
	1. Call to Order: 2:20 p.m.
	2. Attendance taken
	3. Approved Minutes from April 2018
2. Announcements:
	1. Accomplishments: LdM Proposals Accepted, Les’s book, etc.
	2. Department progress (see agenda)
	3. New Adjunct hires (see agenda)
	4. Faculty search
		1. Digital Arts: animation, graphic design, video game design
		2. Humanities: line granted for Lee Campus. Agreed to be on committee: Mike McGowan, Dale Hoover, Wendy Chase.
		3. Also negotiating a split line with English and Humanities for Charlotte.
		4. Need e-Learning coordinator, too, for our school.
	5. Committee opening: “One Book One College” – meets 1st Friday 9:30-11. Talk to Dana or Don Ransford.
	6. Civics Requirement: American History/Government and the Floating Writing Intensive
	7. Office Hours: no less than 30 minutes.
	8. Portfolios: 9/28 for 1st time Continuing Contract (Elijah, Steve) and February for 5-year review (Tom, Sarah)
	9. HUM 2020 is online (2 years in the making). Textbook is advanced, but the class should let professors adapt it to their preferences)
3. Information items
	1. Upcoming Events:
		1. Kerouac events coming up
	2. Other updates:
		1. Website: Steve needs our picture (for a B&W) and give him a three-paragraph bio
		2. Russell:
			1. Up for Continuing Contract: Ron, Steve, Elijah (talk to Stuart to see his portfolio on Wix)
			2. Folks who are willing to be on a subcommittee: Sarah, McGowan, Wendy, Dale, Tom, Dana, Stuart
		3. Assessment:
			1. Gen Ed Assessment update: look in Sept. for email about assessing our specific classes
			2. Elijah: we’re continuing the pre- and post-tests. Difference: we all have to load our own tests this year. See his email. Another issue: Focus Groups to assess meaning of student responses, esp. on disposition issues.
			3. Have a representative from each area – PHI, HUM, REL, etc. – talk about which questions to ask students in the Focus Group.
			4. Let Joe know after our Sept. Dept meeting how we want to proceed.
		4. Tanei/Davis Funds: Tom’s turn.
		5. Minimize political divides: we talked about what this means, and the final word is this: be civil.
4. Discussion items
	1. Credit for community service items (“cultural credit”) or other cultural events
	2. Department growth: more music faculty
5. Next Meeting: Sept. 14th from 10:30-11:30 a.m.

ACTION INTEMS:

* Dana needs Syllabi for each class (each section)
* Everyone load their assessment instrument into Canvas (see Elijah’s email): potentially adjust the dates of last fall’s assessment tests: 2.5% per test is given.
* Come prepared to get your picture taken at our next meeting