Minutes of the Liberal Arts and Education Department
Thursday, September 10, 2015


Absent: Soo-Yin Lim-Thompson, Dave Seyfried

Visitors: Lorna Hollowell & Sue Erickson (joined after meeting was adjourned)

1. The meeting was called to order at 12:14 p.m. by Mullins.
2. A motion was made by Odom, seconded by Neet, to approve the minutes of August 18, 2015. Passed.

3. **ANNOUNCEMENTS:**
   a. Brief mention of two visitors: Lorna Hollowell & Sue Erickson.
   b. Reminders:
      i. Post your class schedule and office hours (attachments – template inserts)
      ii. Upload your syllabi to the Syllabus Manager.
      iii. Professional Development Funds (see attachment)
         1. Faculty & Academics Professionals PD Fund (campus wide): $750 or $1500 (see attachment)
         2. LAE Professional Development (see attachment)
         3. Research Release Time: 3-credit course release (watch for Barb’s email announcement)

4. **OLD BUSINESS:**
   a. Spring 2016 class schedule (due Monday, September 14) –
      i. Bottleneck for class schedule: 10, 11, and 1:00 p.m. (move at least two classes away from each of the following sessions: 10:00 a.m. and 1:00 p.m.; consider the following sessions: 8:00 a.m.; Mondays and Wednesdays: anytime after 3:00 p.m.)
      ii. Class schedule that are not partial term course
      iii. Request for classroom (“must have”) – Form should be filled out. If online form is used by faculty, it is not able to be printed but automatically submits with that faculty’s username.
      iv. Discussions:
         1. Does this need to be redone every semester?
         2. How is department head approval verified when form automatically submits?
         3. Is there a printable version of the form?
         4. Who does the form automatically submit to?
         5. Who is supposed to be completing and submitting these forms?

5. **VISITOR: Lorna Hollowell (12:34)**
   a. Update on Diversity strategic focus & event tonight
      i. Announcement: “Where we live” – September 10, 2015 7:00 p.m. – 8:30 p.m. in the Bede Ballroom.
         1. Sponsored by many different groups on campus.
         2. “What is the role that students play in cultivating a welcoming and inclusive environment for all?”
      ii. Change current title from “Diversity, Inclusion, and Equity” to “Implementing New Strategies for Inclusion, Diversity, and Engagement”
iii. Three goals: 1. Increase the cultural competency and engagement of the UMC community. 2. Cultivate a welcoming and inclusive campus environment while impacting our community. 3. Increase diverse student retention.

b. **Professional Development Day** will be held on October 23rd; Proposed/Tentative, made contact with Dr. Anton Trueuer, Professor at Ojibwe at Bemidji State University. Asked to talk about cultural competency & equity. Also waiting to hear from Tim Denny regarding “Providing Culturally Relevant Services to Cultivate Competency and Inclusiveness”.

6. **New Business:**
   a. **Campus P & T**: LAE Rep Needed (Mark’s term is done). Sometime soon, this will be visited about.
   b. **Curriculum Report** – September 4 meeting (Grave):
      i. Action items: Approval of action items of International Business, Econ, and Liberal Ed courses.
   c. **Department Curriculum**:
      i. **APLS 4652 & APLS 3001**: A motion was made by Odom, seconded by Bell, to approve these two course curriculum changes to APLS 4652 (decrease credit from 2.5 to 2 credits; semester offering) and APLS 3001 (increase credit from 0.5 to 1). All in favor. Passed.
      ii. **ESL 0390**: A motion was made by Odom, seconded by Bell, to approve the creation of this new course for ESL 0390. All in favor. Passed.
      iii. **ED 2000**: A motion was made by Odom, seconded by Bell, to approve the creation of this new course for ED 2000. All in favor. Passed.
      iv. **ED 2100**: A motion was made by Grave, seconded by Odom, to approve the curriculum changes to ED 2100 (change prefix, course title and course description). All in favor. Passed.
      v. **ED 3860**: A motion was made by Odom, seconded by Bell, to approve the curriculum changes to ED 3860 (increase credit from 1 to 2 credits). All in favor. Passed.
      vi. **MUS 3027**: A motion was made by French, seconded by Guggisberg-Coners, to approve the goal areas of #6 and #7 with MUS 3027.
         1. Cover goal areas #7 and goal area #6. Would be effective Spring 2017.
         2. A motion was made by Guggisberg-Coners to postpone the discussion/approval of MUS 3027 to September 24th meeting, seconded by Johannesen. All in favor. Passed.
            a. Please send feedback to George with questions/comments/concerns regarding this course.
   d. **2015-2016 Curriculum Committee Meeting Dates and Agenda Items Due Dates**: handout provided to Department members.
   e. **General Education Review Committee**:
      i. What do you consider UMC’s current General Education goals? What represents the goals for UMC’s current General Education, what would you think of?
         1. Set by the degrees because they have made so many prerequisites.
         2. Look online.

7. **Work time for Spring 2016 schedules** – Please work with your Program Area groups on the Spring 2016 schedules.

8. **Meeting Adjourned.** 2:00 p.m.