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# Humanities Division meeting minutes 08/20/ 2015

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## **Minutes of the Opening Division Meeting: 8/20/2015**

The meeting was called to order at 9:01. Pieranna welcomed the division back and passed out sign-ups for academic panels during the upcoming year.

Pieranna introduced new Humanities faculty: Charles Ash in Music; Jonathan Campbell in Music (Jazz); Adam Coon in Spanish; Denis Depinoy in French; Ann DuHamel in Music (now tenure track); Jean Floyd in ESL; Nadezhda Sotirovain CMR; Ana-Cecelia Iraheta in Spanish.

Pieranna welcomed Sarah Buchanan and Ray Schultz back from sabbatical.

Update on summer months: it was a busy summer replacing Jason S in Jazz and planning for upgrades to the Humanities building. There is currently a document on our website containing general information about the upgrade. Pieranna encouraged everyone to read that document and comment. Julie E. commented that there are two sources of funding for the upgrade and she is encouraged and believes that some improvements will occur, perhaps as soon as next summer. What we have now is only a preliminary “wish list” and we should continue to discuss possible upgrades.

Pieranna announced that she will be taking a trip to Italy during the Christmas break for personal reasons. She will be gone three weeks, but will be reachable by email.

Tenure track searches were approved over the summer for Art History (Eisinger replacement) and Studio Art (sculpture). Social Sciences has lost many faculty recently and so received a large share of the new searches this year.

Campuswide, this year we have about 50 fewer students than last year, though primarily because of retention issues. Not all students dropping out, but in many cases finishing earlier than they might have traditionally.

Pieranna encouraged interested faculty to read the document on new faculty mentorship [on the Humanities “faculty resources” webpage] and comment. Brook M and Julia D were thanked for their work over the summer on this document.

The assessment reports are due September 15<sup>th</sup> to K.K. Lamberty, head of the Assessment committee. Julia Dabbs also asked that reports be filed with her for the records.

Pieranna called for syllabi for all classes. Send them to Jayne.

Cindy needs to know the names of student discipline reps.

The Alumni Event: Pieranna commented that the first alumni event was a success, but that the later events have not gone well because of low attendance. Please remind students of the event and encourage them to attend. The names of the alumni returning are available.

Roger Wareham of the Development Office stopped by to discuss his office. He offered a couple points:

1. All proposals are due with his office five days before they are due to be submitted.
2. If you are interested in funding, let them know as early as possible. They want to be involved in every phase of the process and have resources that can be helpful.

The grants office, Dean's office sponsor the Celebration of Scholarly Accomplishments. They are asking for information about peer-reviewed work to include in the celebration.

Roger's office has a brochure with a complete list of grants and deadlines. Other significant sources of funding include:

Lake Region Arts Council grants to support the arts. They have a project fund that can fund up to 3000 dollars for projects, due in September.

NEH grants are up to 6000 dollars for summer funding. Two from UMM can be submitted, so the process is competitive within UMM. Roger would like to know asap who is interested.

Imagine Funds can provide up to 5000 dollars. Faculty can have up to three in five years. Michael L thought there were no longer limits. Roger will check. Usually a window mid September to mid October.

Institute for Advanced Study Fellowships due in October.

Check with division offices about division opportunities to be sure of dates. Division offices may need to see materials early.

Pieranna indicated that she liked to read proposals three days before they were due in the Dean's office. She can write a better recommendation if she has time.

Advising. You may have noticed that advising loads have changed. We formally had a big imbalance in advising so the policy has changed. The attempt now is to try to move advisees from just being assigned to people in their announced majors to other majors for the first year or two. Also, the goal was to try to pair students with faculty with whom they had a class. The limit was five new advisees if at all possible.

There will be advisor training during the semester, but the next session will be Friday, August 21 with Brenda from 9 to 12 in the Library third floor lab. And from 1 to 3. These and other training dates are on the schedule that Darla sent out.

Division Policies.

Requisition forms. The updated form is on the Division website. Use the website form because the form has changed, and if you use an old form, Jayne will have to retype it.

If you have to be away from camp or campus, please let Jayne know.

We have a new compost bin for food items.

Voice mails need to be reset. Check yours if you are not sure you are not on your voicemail.

Each discipline has a website. On some discipline pages there are faculty who have left. Please update your discipline websites. There is a website request form on the Humanities website. Help is available.

Chris Dallager from Disabilities Resource Center Coordinator.

Chris encourages faculty to consult with him when they have students who may seem to be asking for accommodations that seem excessive. He has information students may not share with their instructors. If you have problems, please consult with Chris as he can often help resolve issues. Chris can help in negotiations for accommodations.

Among other issues, if a student tells you they need an accommodation, but you've never received a letter from Chris's office, that might be the student's way of announcing a need. When this happens, send Chris an email (not phone, we want a paper record) indicating there may be a need.

Do we need to close caption everything on video. No. It might be good practice, but it is not required. There is new technology that should make close captioning easier and we have in house capability now. If you put things on line, then it might be wise to close-caption material.

If you come across a career opportunity for a student with a disability, please let Chris know.

We have a new mentoring program for students on the Autism spectrum.

We have new testing spaces with new cameras, so more students can take tests and they will be better monitored.

There will be a 17 minute training film coming out to help faculty understand accommodations responsibilities.

In several building there are door openers on bathrooms. We are trying to upgrade facilities for access in other ways as well. Your help in identifying problems will be welcome.

Other Items:

Pieranna pointed out that what is purchased with university funds belongs to the university and must be left with the university when you leave.

Jayne will be out of the office for at least a month. Pieranna has asked for funding to allow Makiko to work full time, but we will still have delays in some office work. Work study contracts, new course, travel subsidies, and ECAS and PCAS approvals will be delayed.

If you have people coming for events (Barber Lecture/Prairie Gate) who will need to be paid, try to get paperwork in as soon as you can, so Cindy can get the work done quickly.

The meeting was adjourned at 10:07.

[minutes submitted by David Ericksen]