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Humanities Division meeting minutes 08/21/ 2014

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Humanities Division Meeting August 21, 2014

Pieranna welcomed everyone back and mentioned that Chris Dallager will come speak during the meeting. She then introduced new faculty members.

1. Update on division summer months:

July was hectic month. Pieranna didn't take a vacation, but finished revisions to her book. Identifying external evaluators for tenure review for 5 faculty members was a large task. She noted that the summer load is too stressful for the DC. Locating external reviewers is done by committee in other divisions. Pieranna asked us to think about the process, whether we might adopt Social Science's process or develop our own.

Pieranna completed 46 annual reviews this past year, and produced a ranking, which the Dean respected. This year she will start in January, spreading them out. Annual reviews will evaluate the previous year starting in December. Pieranna will not teach this semester, and will therefore take the opportunity to attend conferences; she will consequently be absent for 10 days in November.

2. New Assistant Chair and her areas of main responsibilities:

Pieranna expressed thanks to Julie Eckerle. Julia Dabbs has started working with Pieranna this summer. The Assistant Chair will continue to work in four main areas: helping in the review of student evaluations, preparation of promotion and tenure files, peer review of teaching, and assessment.

Pieranna noted a mistake in the minutes for the previous meeting: Sept 15 is the correct deadline for curriculum changes to Jayne. Part of the discussion was omitted from the minutes: including the issue of the Assistant Chair's role on HDAC, in particular, Julie's experience of feeling "in between" committee and division chair. Pieranna discussed the history of HDAC: under Jenny Nellis the revision of the structure of the division document led to the creation of HDAC. Certain members started thinking of the committee as a place to address problems, but Pieranna encourages faculty to take grievances to the Grievance or Consultative campus committees.

3. Elections (HDAC, one position; Post-Tenure Review Committee, two full professor positions; Nominating committee: one position):

Julia Dabbs oversaw elections, noting that we will postpone filling the post-tenure review committee, as voting can only be done by tenured faculty. This will be done at the Promotion and Tenure Review meeting this fall. She also noted an issue with the nominating process and asked that we not nominate absent individuals unless they have given their consent.

HDAC has one slot open. Lisa Bevevino was elected to the committee, but as a first-year tenure track faculty member, she won't serve (by agreement). Siobhan volunteered to serve. Michael Eble mentioned the importance of having a non-tenure track member. Julie Eckerle expressed agreement. Viktor Berberi volunteered and was voted in.

Julia Dabbs read the duties of the Nominating committee. Barbara Burke nominated herself and was voted in.

4. Deadlines: curriculum (September 15 to Jayne), assessment (Julia will remind us in an email), student reps (need this from disciplines by first week of semester)

5. DC's official review coming up:

Other DCs have gone through review. Please do participate, committee will be formed near the beginning of December.

6. Engagement survey follow up:

During annual reviews, Pieranna asked each faculty member two questions. She now has a document containing our responses, has sent it to Chancellor and can send it to Division members. Jess Larson suggested the document be uploaded to Netfiles (for purposes of archiving). The consensus was that Pieranna should email Division members the document and upload it to Netfiles.

With regard to the engagement survey, Pieranna encouraged us to respond even if some questions don't seem to totally apply to our campus since we can't change them.

Pieranna mentioned the Chancellor's discussion of salary news at the Convocation. The Dean has been committed to moving money from other places to increase Humanities salaries. Pieranna reminded us that we are competitive in terms of overall compensation package.

7. Humanities Building:

Pieranna and previous DC had sent students' comments about the Humanities building to Lowell and the Chancellor. Central air-conditioning will be installed in the building and the heating noise will be gone. Next summer faculty offices in Humanities building must be vacated. Pieranna has asked Lowell to replace the little flip desks; he asked her to check on faculty opinions. Preference was expressed for movable tables. Julie Eckerle mentioned that there has been broader support on campus for a Humanities building renovation. With regard to the quality of classroom space, Michael Eble mentioned the importance of keeping in mind that we are a teaching campus.

8. Chris Dallager's visit:

If you have questions about accommodation letter, contact his office. Don't simply tell student you won't make accommodations. Issues of student absences vary by class. Take the accommodation letter literally. Ask to see the letter, refer the student to the DS office. Students use Google calendar to schedule exams; they have the option to make the calendar event "private." There are cameras to help in proctoring. CD handed out his card and asked for questions.

9. Announcements:

- Alumni Event, Friday October 3, Humanities Lounge 11:30 am-1 pm:

Becca G mentioned that Native American studies hasn't been able to provide names of alumni for the event in the past. Pieranna said that they select students in the spring. Becca has sent names but received no response. Pieranna suggested that she send the names to her.

- Change your voicemail (it has a default voice).
- Discipline webpages need to be updated (reflect faculty who aren't here). Jimmy: art hist has handed in over to communications. Julie recommended we use the work request. Julia: two new links on Hum Div page to direct faculty to work request.
- Don't go to a conference without telling the office (Jayne, Pieranna).
- Let them know if you move your office.
- Don't sign contracts without talking with Cindy.
- Come and ask for money, but use the requisition form (who, when, where, what, why). If you don't answer these, staff has to track it down.
- Staff are supposed to leave at 4:30. Avoid requests close to this time.
- Volunteer for Panels (what used to be called open house); October 16 and 17 are coming up next.
- Friday (tomorrow), panel of tenured faculty speaking to probationary faculty. Julia has organized it, Becca and Tracy will take part.
- Julie Eckerle made an announcement of the Barber lecture on Nov 1; Fran Dolan from UC Davis will present an interdisciplinary lecture on Titus Andronicus, turnips and local food. She has posters; please advertise.
- Siobhan asked about office signs; Pieranna said that Jayne takes care of this.
- Hum Div display: let Pieranna know if you have ideas.
- Siobhan mentioned the call for the fall show (*On a midnight dreary*)
- Sarah Buchan, Ray Schultz, Michael Lackey and Mark Collier are on leave.
- Jess asked why we are not the division of Arts and Humanities. Pieranna could ask Bart; Jess suggests we ask Consultative.
- Michael E invited everyone to the photography exhibit, tell students, opening Sept 4, Thursday evening.
- Tonya asked for a proctor for an exam on Friday, Sept 9, 11:45.
- Jimmy mentioned that the HFA key card door system works.
- Jason asked whether they would change the locks on HFA 180 and requested that they not be changed. Pieranna said to send an email to Jen Lund.

The meeting adjourned at 10:20.