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Humanities Division

Division Minutes

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8-18-2016

### Humanities Division meeting minutes 08/18/2016

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University of Minnesota, Morris  
Division of Humanities

**Minutes of: Division of Humanities**

**Date: Thursday August 18, 2016**

	<b>AGENDA ITEM</b>
1.	<p><b>Academic Success Team Updates</b></p> <ul style="list-style-type: none"> <li>• In addition to the Office of Academic Success, further support and advising will be offered through, the Summit Scholars Trio, and the Native American Student Success teams. Jessica Porwell will coordinate the new “Success Coaches” (see hand-out).</li> </ul>
2.	<p><b>Humanities Discipline Office Updates</b></p> <ul style="list-style-type: none"> <li>• From this semester Jayne Hacker’s workload is at 90% during the school year and 50% during the summer. Makiko Legate is now 100% full time and Cindy Poppe remains full-time. Their responsibilities and duties will be made available on the Division webpage.</li> <li>• Due to her teaching load, Julia Dabbs has now relinquished her role as Assistant Chair to the Division.</li> <li>• To aid the smooth running of the office administrative staff are happy to answer any questions regarding requisitions and monetary matters.</li> <li>• Extra financial resources are available upon request from the Division Chair.</li> <li>• The Division welcomes new faculty in the disciplines of Studio Art, Art History, Philosophy, ESL, Theatre, and a diversity pre-doctorial fellow in public speaking.</li> </ul>
3.	<p><b>Tenure Track Searches</b></p> <ul style="list-style-type: none"> <li>• Humanities (1) – in English. Social Sciences (4), Science (2), Education (1)</li> <li>• When a vacancy becomes available Tenure Track searches are not necessarily automatic, and can be deferred for monetary reasons. To provide necessary smooth transitions in faculty turnover recent strategies have included making temporary 2-year appointments.</li> </ul>
4.	<p><b>Curriculum Revision Deadlines</b></p> <ul style="list-style-type: none"> <li>• The submission deadline for ECAS and Multiple Course Revision forms to Jayne Hacker is <b>Wednesday September 7</b>.</li> <li>• The Division Meeting to approve ECAS and Multiple Course Revision submissions is <b>Tuesday September 13, 6:30 p.m., HFA 6</b>.</li> <li>• The PCAS submission deadline to Jayne Hacker is <b>Wednesday October 19</b>.</li> <li>• The Division Meeting to approve PCAS submissions is <b>Wednesday November 2, 6:30 p.m., HFA 6</b>.</li> <li>• Disciplines are asked to include <b>PSLO</b> descriptions for all courses taught.</li> </ul>
4.	<p><b>Disability Services Updates</b></p> <ul style="list-style-type: none"> <li>• Letters of Accommodation now use an easy-to-read format including a chart of accommodations.</li> <li>• Students are now obliged to give letters to faculty in person (tracking of disability accommodations are no longer available through APAS).</li> </ul>

	<ul style="list-style-type: none"> <li>• In consultation with the student concerned faculty referrals should be made via email to the Disability Office.</li> <li>• To aid the assessment of students, faculty will be asked to complete a DRC Test Accommodation Instructor Form (available from the Disability Services Webpage).</li> <li>• Students who need to record classes for study purposes will be asked to sign a form to say they will not use or share this resource for any other purpose.</li> </ul>
5.	<p><b>Networking Day Updates</b></p> <ul style="list-style-type: none"> <li>• Although successful in previous years the Networking Day is to be discontinued in its current format since it was felt that visiting alumni were sometimes under-utilized.</li> <li>• The Alumni Office will now coordinate and finance class visits and demonstrations of individual alumni associated with particular disciplines. Disciplines are invited to contact Erin Christensen to arrange an alumni visit.</li> </ul>
6.	<p><b>Coordinator Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>• Discipline student representative names to be submitted to Cindy Poppe.</li> <li>• Jayne Hacker will take minutes at the coordinators' meetings this year.</li> </ul>
7.	<p><b>HDAC and PRT Committee Elections</b></p> <ul style="list-style-type: none"> <li>• Due to vacancies arising Adam Coon (Spanish) and Mary Elizabeth Bezanson (CMR) have generously volunteered to serve on the above committees.</li> </ul>
8.	<p><b>Grants Office Information</b></p> <ul style="list-style-type: none"> <li>• Please refer to email sent to faculty by Pieranna Garavaso on August 14, 2016.</li> </ul>
9.	<p><b>From the Membership Committee</b></p> <ul style="list-style-type: none"> <li>• The Membership Committee would like more feedback from faculty on its constitutional committees (such as Scholastic or Planning Committees)</li> <li>• The Membership Committee has, in the past, assigned members but would now like more recommendations from disciplines. The Campus Assembly would still ratify members. Pieranna plans to put this item on the agenda for discussion at a later division meeting</li> </ul>
	<p><b>The meeting was adjourned at 10 am. Minutes kindly submitted by Simon Tillier.</b></p>