Minutes of the Liberal Arts and Education Department
Thursday, February 12, 2015

**Present:** Rachel McCoppin, Karen Miller, Joe Weinberg, Jim Schaar, Chris Brown, Lynne Mullins, Marilyn Grave, George French, Megan Bell, Marsha Odom, Dani Johannesen, David Seyfried, Mark Huglen, Michelle Beeghly, Sharon Neet

**Absent:** Soo-Yin Lim-Thompson, Alvin Killough

1. The meeting was called to order at 12:14 p.m. by Huglen.
2. A motion was made by Odom, seconded by Weinberg, to approve the minutes of January 22, 2015. Passed.
3. **Announcements:**
   a. Ken Myers will be visiting for ESUP update, will fit him in to the agenda when he gets here.
   b. Thank you to those that participated as Behavioral/Social Sciences judges for the Western Regional Science Fair. Good feedback, nice event.
   c. Upload your Spring 2015 syllabus to the Syllabus Manager.
   e. Professional Development day: February 16, 9:00 a.m. - 3:00 p.m.
   f. Spring Professional Development Brown Bag: February 24 4:00 p.m. - 5:00 p.m.: Academic Integrity
   g. Seeking proposal for Summer 4-H Camp: June 2-4. Contact person is Margo Bowerman.
   h. Outstanding Student Achievement Awards - Nominations due to Lisa Samuelson
   i. Strengths Survey: If you wish to take it, the cost will be covered.
   j. Thanks to Alvin, Lynne, and Dave for their assistance in the Community and Law Enforcement dialogue.

4. **Updates on searches:**
   a. **Composition Tenure-track position** - going well. Will be bringing candidates to campus and making contact with those candidates shortly.
   b. **Criminal Justice Tenure-track position:** Going well. Have done skype interviews, will be bringing 3 finalists to campus the end of February.
   c. **Liberal Arts and Education Department Head Position:** Looked through pool, very strong pool. In the process of contacting 6 different candidates for Skype interviews, then will move forward with on-campus interviews.

5. **Strategic Planning for Recruitment and Retention updates and report:**
   a. **Communication Program:** Program banner has been created. Other things on the list as well.
   b. **English Program:**
      i. Recruitment plan: Will work on creating website. It is now up and running, waiting on a couple of things to be added. Working on how to assess if this is effective.
      ii. Retention: Will work on creation of writers group on campus. There is a writers group that has met last semester and this semester. Fluctuated in terms of attendance. 5:00 p.m. on Wednesdays. Everyone is welcome! 12-13 attended last night.
   c. **Teacher Education:** Will be ordering program banner. Need to finalize details. Created advisory list with principals. Need to work on videos as well. Had site visit for an articulation agreement as well. Teacher Education faculty meet weekly and spend 30-45 minutes each meeting, also talking about items for Ag Education items.
d. **Undecided:** Working on retention. Jacoba will be advising undecided students. Looking to do an event this spring focusing on undecided students.

6. **Ken Myers: ESUP update.**  
   a. Timeline handed out from January 29 - April 24. Astra optimization process running as of today. Hoping to have published schedule for Summer and Fall available on February 25. If you are advising students, encourage them to register in their queue time and not later.

7. **Curriculum Committee Report (McCoppin):**  
   a. General Discussion: Re-discussed items from last time. Pre-proposal synopsis that Dr. Keinath is currently revising and program proposal process. Pre-proposal synopsis would come before curriculum committee for discussion only. Going to curriculum committee instead of Department Heads.  

8. **Curriculum:**  
   a. Psy 3900 - A motion was made by Grave, seconded by McCoppin to delete Psy 3900.

9. **Standards and Policies Committee Report (Seyfried):**  
   a. Accepting grades below a C- in a major. Been discussed prior and back again. We are the only campus that accepts D grades within a major. Ballot passed out. Some campuses make some exceptions. This has come before the committee before and failed. Please complete and submit ballot back to Dave Seyfried.  
      i. Tried before, Ag has been most adamant that "these must count". Better off to be part of the system and not allow D grades.  
      ii. Teacher Education requires C- or higher for all Teacher Ed courses.  
      iii. Transfer courses - the final decision lies within the faculty within the discipline.  
      iv. If student gets a D in Comp I, they are really not prepared for Comp II. Many campuses say you have to get at least a C- in Comp I and Comp II.  
      v. If this is adopted, this may contribute to grade inflation.

10. **Assessment Committee Report (Bell):**  
    a. Reminder: Need to collect data as outlined in your program assessment plan. If you need a copy of your plan, Megan can email it to you, just let her know. Doesn't have Applied Studies and Criminal Justice.

11. **Faculty Engagement Committee: Mentoring Program (Bell):**  
    a. Been talking about mentoring program in the committee, one item that came up was to have a meet and greet "buddy" to help new faculty around campus. Helping locate classroom locations, run projector, where to go for lunch, who to go to for what. Person to help with general questions. Would welcome input on that.  
    b. Also, mentoring by committee. If you are an expert in some area you could be on a list, thinking about categories for that, and what the mentoring program should look like. If you would like to be included in these two items, let Megan know.

12. **Honors Program (Johannesen):** Committee has been formed to review Honors Program on campus. Met once. Currently have 24 honors students, 11 are Biology/Pre-med or Health Science students. Attached list of discussion questions. Committee is going to design a survey, still working on that. Any general feedback on discussion questions?  
    a. What qualifies a student to be labeled as an honor’s student: Once a student has committed to UMC, it is based on high GPA and ACT, along with difficulty of their high school coursework, they are then invited to join the honors program.
b. Biology faculty feel this is a Biology honors program, not a campus honors program. There are students in other majors within the current honors program including one from Comm and at least one from Criminal Justice.

c. Students also are questioning how to get accepted into the honors program. Look at what other campuses are doing.

d. Can you take an honors course if you have not been formally admitted into the honors program? A pre-req is being admitted to the program.

e. Rachel used to teach honors Comp I and honors Comp II, good way of bringing honors students together. Honors Comp I struggled, honors Comp II did very well in numerous ways including knowing each other as a group.

f. Once you're in to the honors program, you're in. Of the 24 people, three are labeled as "inactive". They have still completed credits.

g. Honors symposium (1010) is for all new incoming honors students for them to take together.

h. Look at "to be admitted" and one "to be retained".

i. Opportunity for students that are not freshmen. Consider transfer students as well.

j. Brian wanted topics course within Lib Ed, committee said that it wouldn't be allowed.

13. Media Commons (Weinberg): Ask a survey question every month, ask scholars to weigh in on it then they moderate discussions.

14. Promotion Review:

- As we know, University of Minnesota is requesting all tenured track people to be reviewed on rotating basis. Barbara Keinath gave charge to all campus promotion and tenure committee to put together a system for this review. Has been discussed, framework has been put together. Full-professors that are doing the review have not gotten together to discuss items yet. Will be updating the template vita. Chair (Sharon Stewart) would like faculty, not full-professors, if you would like to be reviewed in years One, Two, or Three. Send Sharon Stewart an email requesting your year of review. Copy Mark Huglen and Sharon Neet.

15. Funding: TJ Chapman is bringing in a performer during the Spring Concert for the jazz band, looking for $100 donation from LAE. A motion was made to cover the $100 request by TJ Chapman, seconded by McCoppin. Passed.

16. Kevin Thompson is the new Department Head in the Business Department.

17. Meeting Adjourned. 1:42 p.m.