**Department Meeting**

March 20, 2019

12:00pm-1:15pm, LA 136

**Faculty Present:**

Aasand, Bassett, Dehr, Encabo, Elsby, Fleming, Hile, Huffman, Kaufmann, Kopec, Lin, Roberts, Sandman, and White.

**Initial Business:**

Meeting called to order at 12:04pm

Minutes from February 20, 2019 approved. Agenda for March 20, 2019 approved.

**Informational Items:**

* Kudos:
	+ **Charlene Elsby–** Novel *“RECURSION”* accepted by Clash Books to be published in the year 2020.
* Linguistics Faculty Search:
	+ Damian Fleming announced that the search is complete and an offer has been made. The committee is waiting on forms to be finalized before making an official announcement.
* Committee on Committee Qualtrics Poll:
	+ All should have received the poll by now. If you have not responded, please do so promptly.
* Usage of Hall Monitor for Course Announcements:
	+ Please use the monitor in the hall way to display your events and class fliers. We now have the ability to post videos with audio.
* COAS Banquet (April 18th):
	+ The COAS Honors Banquet will be held on April 18, 2019. Please send in you RSVP if you are interested in attending.
* Deliver Address Change for Packages:
	+ The new shipping address for shipping was sent to the faculty in an email. Please remember to use this address for shipping packages. The billing address is still the same.
* Fall 2019 Schedule Review:
	+ Please review your courses in the schedule of classes for accuracy before registration opens.
* Scheduleathons:
	+ Andrew Kopec announced that the department will hold 1 session per week for students to come in to receive help with signing up for their classes. Please encourage your students to attend. He also asks that you let him know if you find students are missing from your advisee list.
* 2019-2020 Catalog:
	+ Hardin Aasand announced that the 2019-2020 catalog is live and that the new Digital Literacy concentration has been added.
* Writing Center Consultants:
	+ The Writing Center is looking to hire students to serve as consultants. Please encourage your students to apply.

**Old Business:**

* Curriculum Revision Agenda:
	+ Committee will meet next week.
* Peer Review:
	+ Postponed until April Meeting.

**New Business:**

* Campus Master Plan – Space Usage:
	+ The dean has asked for suggestions for future space utilization. Please send any ideas that you may have to Hardin.
* Continuing Lecturer Policy:
	+ The university is working to create a policy for the promotion of Continuing Lecturers, a policy that will take effect in August of this year. Hardin must send in suggestions to the dean by the end of the week. The department should establish its own process for CL promotions. Hardin would like to have the Coordinating Committee work to lay out the department policy. He will send an email to the committee to have them start the process.

**Items from the Floor:**

* **Indiana Commission for Higher Ed:**
	+ Hardin announced that faculty are encouraged to apply for a 2-year term to serve on the Commission for Higher Education starting July 2019. The deadline for applications is April 19, 2019. Please visit the Indiana Commission of Higher Education’s website for more information.
* **Future Learning Education Modules (LEMs):**
	+ Troy Bassett announced that the university will end the use of Blackboard Learn in the next year. Vendors for 3 new possible platforms will hold presentation sessions for faculty this month. He encourages all to attend the sessions to see what the new platforms have to offer.

**Meeting adjourned at 12:47pm**

**Next Meeting:** **TBD**