**Department Meeting**

November 28, 2018

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

**Faculty Present:**

Aasand, Bassett, Cain, Crisler, Dehr, Encabo, Elsby, Fleming, Hile, Kalamaras, Kaufmann, Keller, Kopec, Lindley, Roberts, Rumsey, Sandman, and Whalen.

**Initial Business:**

Meeting called to order at 12:04pm.

Minutes from October 24, 2018 approved. Agenda for November 28, 2018 approved.

**Informational Items:**

* Kudos:
	+ **Shannon Bischoff** – awarded, jointly, the 2019 Society for the Study of Indigenous Languages of America's Ken Hale Prize, one of the highest honors in the discipline. To be awarded in New York City in January; awarded theKen Hale Prize to the Coeur d’Alene Online Research Center. The Ken Hale prize is presented in recognition of outstanding community language work and a deep commitment to the documentation, maintenance, promotion, and revitalization of Indigenous languages in the Americas. The following people were named by the nominators: Shannon Bischoff, Ivy Doak, Musa Yasin Fort, Amy Fountain, John Ivens, and Audra Vincent.
	+ **Mary Ann Cain** –*South Side Venus: The Legacy of Margaret Burroughs* was released last month by Northwestern University Press and has received positive reviews.
* New Departmental Monitor for Hallway:
	+ The department will now have its own informational monitor. The monitor will installed in the hall just down from the department office sometime in spring 19.
* Secretary Luncheon:
	+ This year’s secretary’s lunch will be held on December 7th at Casa Ristorante.
* Faculty Annual Review and Reappointment Deadlines:
	+ Reappointments are due to the college office by February 08, 2019. An email regarding the deadline for materials submission will be sent to those that will need to complete the reappointment process.
	+ Annual review materials should be submitted in the 3 paragraph format that was previously emailed to faculty. Bruce Kingsbury (Associate Dean) has requested to have a copy of all faculty review materials. Please be sure to include the month and year of conferences and publications that you were a part of.
* Spring 2019 Classes:
	+ We are monitoring spring 19 courses that have low enrollment. Notifications of under enrolled courses will be sent to faculty beginning on or after Dec 12, 2018.

**Old Business:**

* Summer Teaching (*Enchiridion* formula for summer appointments):
	+ We may be at the point where we need to begin to use the summer teaching formula that has been in place for several years. We will take a deeper look at the formula in spring.
* Need for Faculty Assistance Committee:
	+ Nothing reported.
* Committee Activities:
	+ Undergraduate Assessment Committee:
		- Rachel Hile talked discussed the process that was used for this year’s undergrad assessment and provided information regarding the results. Hardin will post the assessment reports on his webpage.
* Working Process for Future Committees:
	+ Hardin requests that all committees create a working document on the work that is done by the committee. This will help to inform future committee members of the process. We will deal more with this in the spring.
* Course Offerings – PowerPoints:
	+ Please send course flyers as a PowerPoint slide to Carrie Adams.
* Student Advising:
	+ Nothing to report.

**Tabled Item:**

* **Annual Department Report:**
* Hardin announced that he is currently working on the report which is due to the college office in December. He also read comments from the VCAA regarding our most recent program assessment. Discussion ensued.

**New Business:**

* No items to report.

**Items from the Floor:**

* Mary Ann Cain passed out a flyer for the AAUP chapter meeting/presentation regarding faculty intellectual property from Kent Kaufman which will take place on Fri, Nov 30, 2018 from 1:30-3:30pm.
* Sara Sandman and Troy Bigelow will present a poetry reading on December 7th at the Food Co-op.

**Meeting adjourned at 12:59pm**

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