**Department Meeting**

March 08, 2018

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

**Faculty Present:**

Aasand, Bassett, Bischoff, Cain, Dehr, Huffman, Kaufmann, Keller, Kopec, Lindley, Roberts, Rumsey, Sandman, Thompson, Whalen, and White.

**Initial Business:**

Meeting called to order at 12:06pm.

Minutes from February 05, 2018 approved. Agenda for March 08, 2018 approved.

**Informational Items:**

* Kudos:
	+ **Troy Bassett** – **1.** Gave a talk call “The Great Unread: What 15,000 Victorian Novels Can Tell us” at the IU Department of Information and Library Science Colloquium Series during spring break. **2.** Was invited to give the keynote talk at the Library & Information History Group conference The Allies of Books: Keepers, Curators & Collectors in Victorian Britain” in London in July.
	+ **Lidan Lin** - Article on Doris Lessing has been accepted by *The Comparatist*.
* COAS Honors Banquet:
* The awards banquet will be held April 26th at 5:30pm.
* Online Book Ordering (via Blackboard):
	+ All courses that are not affected by the IFW/PFW split should order their textbooks online. More information will come from Carrie Adams by next week.
* 2018-19 Committee Assignments:
	+ The ballot for committee assignment requests should go out soon. The 2018-19 committee assignments will be made mid-April.
	+ Hardin Aasand announced that the Advising, Recruitment, & Retention Committee has been created.
	+ Shannon Bischoff presented the idea of having t-shirts made to help with student recruitment. We will check with the Business office to see if it is allowed.
* Impending Retirement/Departures:
	+ Chad Thompson will be retiring at the end of June. Sara Webb-Sunderhaus will be leaving the university at the end of the academic year. We will put together a celebration for the both of them.

**Old Business:**

* Program Review (2019):
	+ Hardin Aasand has begun to gather the data for the review.
* Undergrad Assessment Projection Sheet [O: created]
	+ The assessment folders are ready for use on the o-drive. Please begin to add artifacts now for next year’s assessment.
* Scheduling Classes Going Forward:
* Please use the new Purdue course numbers when relaying information for the schedule.
* Applied Humanities Center – List of Projects
	+ Kate White gave information regarding THAT Camp. Community members will hold talks and a conference for Digital Humanities.
	+ Shannon Bischoff announced that IRSC still has funding available to help with the costs of faculty events/talks.
	+ Troy Bassett has more information on Digital Humanities if anyone needs it.

**New Business:**

* Power Points for COAS Monitors/Flyers for Bulletin Boards:
	+ Hardin Aasand reminded everyone to advertise their classes on the monitors in the LA lobby.
	+ Praise was given to Carrie Adams for coordinating the power point slides.
* Dean’s Departmental Visit:
* The faculty discussed several items that were addressed when Dean Link visited the department in February.
* Peer Review Committee & Mentoring:
	+ The Peer Review Committee created more detailed description of what the committee’s purpose is for the Enchiridion. Mary Ann Cain gave everyone a handout with examples of Peer Review committees in other departments under COAS and how they handle peer mentoring.
	+ Mary Ann discussed the possibility of the need for a Faculty Assistance Committee
	+ Hardin Aasand informed all that the need for a Faculty Assistance Committee will be an item on the agenda for our first department meeting in fall 18. He asks that the faculty take some time to seriously consider the need for this committee. Mary Ann will write a proposal for this to be added to the Enchiridion.

Quorum lost at 1:10pm

* Summer Teaching
	+ For informational purposes, Hardin announced that we may need to start using the summer teaching formula that is listed in the Enchiridion. We will wait until fall to discuss this.

**Items from the Floor:**

* Applesseed will host an open house on April 18. More information will follow.

**Meeting adjourned at 1:12pm**

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