**Department Meeting**

April 15, 2015

12:00pm – 1:15pm, LA 148

**Faculty Present:**

Aasand, Anders, Bassett, Bischoff, Cain, Dehr, Fleming, Kalamaras, Kaufmann, Lin, Minton, Roberts, Rumsey, Sandman, Stewart, Sun, Thompson, White

**Initial Business:**

Meeting called to order at 12:03PM

Agenda for April 15, 2015 approved. Minutes from March 04, 2015 approved.

**Informational Items:**

* **Kudos to:**
* **Amidon/Rumsey/White -** Kate, Steve, and Suzy had an article accepted for the *Journal of Business and Technical Communication*. The title of the article is “Are We ‘There’ Yet? The Treatment of Gender and Feminism in Technical, Business, and Workplace Writing Studies.”
* **Fleming -** Received an NEH Summer Stipend for his project "Understanding Hebrew Alphabets in Early Medieval Manuscripts.”
* **Honors Banquet:**
	+ COAS Awards Banquet date, April 23, 2015, 6pm.
* **Committee Reports:**
	+ **Scholarship Committee:** Kate White shared the spring 2015 scholarship/award winners.
	+ **USAP:** Hardin is working on completion of the curriculum map. It should be made available to all by fall 2015.

**Old Business:**

* **Enchiridion Revisions:**
	+ **Use of Qualtrics:** A motion (Rumsey/Cain) to use Qualtrics for departmental voting (amended (Kalamaras/Rumsey to make Qualtrics the universal method)) was approved. Voice votes will still be used as needed on an ad hoc basis.
* The issue of revising membership to Committee on Committees was returned for consideration (Rumsey/Lin). Aasand reminded the department that the committee would remain an elected committee. Conversation ensued. A motion (Cain/Minton) to consider the proposed restriction of consecutive terms for membership was called. Vote failed (18 nays/ 2 abstentions).
* Aasand asked for a motion to table option A&B staff assignments until fall (Bischoff/Minton). Conversation ensued. Motion passed.
* **New budgeting and scheduling process for Summer 2016 classes:**
	+ Summer 2015 will establish the template for future summer offerings. Once targets are established by the VCAA, that information will be shared.

**New Business:**

* **Departmental Travel Forms:**
	+ Faculty were reminded that they must use the departmental travel planning form which can be found on Hardin’s website or risk losing department funding. Concur provides little information for the office on funding levels or use
* **Prior Notification of Scheduling Requests:**
	+ Faculty who are planning to teach for other departments must consult with and receive approval from the department before making that commitment outside of the department.
* **Polling LTL’s on Departmental Concerns:**
	+ Bischoff presented the idea of sending out a poll to the LTLs as a means of giving them a voice for expressing concerns. Bischoff and Fleming will put a poll together in the fall. Dehr asked that the Composition Committee be in on the poll/

**Meeting adjourned at 1:17 PM**

**Next Meeting:**

* TBA