**Department Meeting**

12:00pm-1:15pm

November 02, 2015

**Faculty present:**

Aasand (presiding), Amidon, Anders, Bassett, Bischoff, Cain, Dehr, Fleming, Hile, Huffman, Kalamaras, Keller, Kopec, Minton, Roberts, Rumsey, Sandman, Stewart, Sun, White, Whalen

**Guests:** Carl Drummond and Jacqueline Reynolds

**Initial Business:**

Meeting called to order at 12:03.

Minutes from October 05, 2015 approved. Agenda for November 05, 2015 approved.

**Informational Items:**

* Kudos to:
  + Mary Ann for poem in “*The Bitter Oleander”* and keynote talk and workshop at the *annual* Knox County Writers’ Festival in Vincennes, Indiana
* Committee Reports:
  + Hardin gave a special thanks to all that worked on assessment committees.
* *Confluence*:
  + Sarah Sandman announced that 235 submissions were received this year and is probably the largest number of submissions to date.

*Confluence* will have both a fall and spring issue which will be published online.

* Dr. Carl Drummond, VCAA:
  + Dr. Drummond spoke to the group regarding the new USAP metrics. Departments have been invited to submit suggestions for their own metrics. With a short time frame to have the metrics set, we need to have a university wide set of metrics by spring duty week.
  + Hardin reviewed the Qualtrics report results and indicated that he would resend the Qualtrics poll for final deliberations.
* Gen Ed Assessment:
  + Steve Amidon reported that he had received only half of the reports needed for the 15 Gen Ed courses we offer He will be contacting individual instructors to remind them to submit the reports.
* Student Evaluations:
  + Jacqueline Reynolds presented information regarding the new online process for student evaluations.
  + Students will receive evaluations on December 11th at 5pm and will have two weeks to complete them. Evaluation questions remain the same with additional space for comments. Auto reminders will be sent to students that have not completed the evaluations on Dec 7th, 9th and 11th.
  + Students can complete the evaluation on a lap top, smart phone, iPad, or computer.
  + Tenured faculty can still opt out of giving evaluations but are encouraged to do evaluations for future annual reviews. Jacqueline must be informed early in the process if this is the case.

**Old Business:**

* Revised P&T Criteria:
  + Debrah Huffman explained the changes that were made to the P&T Teaching section of the *Enchiridion.*
* Enchiridion Revisions:
  + Hardin explained changes that were made to the research and service information. He will submit the changes to the faculty in a poll at the beginning of the spring semester.

**New Business:**

* Spring Meeting for Literature Faculty:
  + Hardin Aasand would like the literature faculty to meet in the spring. More information to come.

**Items from the floor:**

* Variable Topics Courses:
  + Variable topics courses are not showing as options to students when they search for courses in MyBluePrint. This will be corrected in newer versions of MyBluePrint. Variable Topics courses should be scheduled sparingly until the issue is fixed.
* Distribution of Poem:
  + George Kalamaras announced that he had worked collaboratively to wite a poem about the Wabash River. He would like to send the poem to as many people as possible. He will email all with a link to the poem for future distribution.

**Meeting adjourned at 1:21pm**

**Next Meeting:** TBA