U.S. Diversity Course Requirement Committee (USDC) Agenda

Date and Time: Wed May 11 11-12pm CST
Minutes taker: Jen Leptien
Process monitor: Kurt Rosentrater
Meeting Chairperson: Kelly Reddy-Best
Zoom link found on committee Canvas page
Meeting called to order at:
Meeting adjourned at:
Was a quorum present?: (at least 6 people for quorum, excluding ex-officio)
Committee members in attendance: (all committee members including chair are voting members, except ex-officio member; quorum = 6)
1. Chair / HS: Kelly Reddy-Best, associate professor, Apparel, Events, Hospitality Management
2. LAS: Novotny Lawrence, associate professor, Greenlee School of Journalism and Communication/English
3. Design: Jane Rongerue, associate professor, Community and Regional Planning
4. Grad student and CELT rep: Paul Hengesteg, program evaluation coordinator (CELT) and PhD student in School of Education
5. VP for student affairs reps (x2): Jen Leptien, director of Learning Communities
6. VP for student affairs reps (x2): Bill Boulden, associate dean of students/director of Greek Affairs
7. Multicultural students leadership council: Jordan Brooks, director of Multicultural Student Success, College of Design and PhD student in School of Education
8. CALS: Kurt A. Rosentrater, associate professor, Agriculture and Biosystems Engineering
9. Engineering: Diane Rover, university professor, Electrical and Computer Engineering
10. Business: Monica Gordillo, teaching professor, Management and Entrepreneurship
11. Student government rep: Blake Van Der Kamp blakevdk@iastate.edu, Agricultural and Life Sciences Education
12. Vet Med: TBD
13. Ex-officio: Meghan Gillette, associate teaching professor, Human Development & Family Studies; Faculty Fellow, CELT [non-voting member]
Committee members not in attendance: (move names here)

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<thead>
<tr>
<th>Topic and Outcome</th>
<th>Notes</th>
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<td>Minutes taker</td>
<td>Record very brief overview of what was discussed on each topic.</td>
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<td>Record motions made: exact motion, who made the motions. Results of digital votes, when necessary, will be included upon completion of vote.</td>
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<td>Record actions, assignments, deadlines</td>
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Meeting responsibilities; roll call; chair announcements
Outcome: informational
Lead: Kelly

Minutes approval:
Outcome: vote

Review Canvas proposal submission site
Outcome: review/discussion;
Lead: Kelly

For the good of the order
Lead: Kelly

Process monitor report
Outcome: informational
Lead: Process monitor
The process monitor will objectively report verbally on the following in one minute or less:
- Who did we hear from this meeting? Was one person dominating?
- Did it appear that all individuals had a chance to express their opinions and contribute verbally or via chat?
- Did we stay on track according to the agenda or if we did get off track, did we acknowledge that it was necessary?