Date and Time: Wed Sept 14 11-12pm CST  
Minutes taker: Jordan Brooks  
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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<tr>
<th>Topic and Outcome</th>
<th>Notes</th>
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| Minutes taker     | Record very brief overview of what was discussed on each topic.  
|                   | Record motions made: exact motion, who made the motions. Results of digital votes, when necessary, will be included upon completion of vote.  
|                   | Record actions, assignments, deadlines |
| Meeting responsibilities; roll call; chair announcements | Outcome: informational  
| Lead: Kelly |
| Minutes approval: May 11 | Outcome: vote |
| Review Canvas proposal submission site | Outcome: review process again/discussion;  
| Lead: Kelly |
| For the good of the order | Lead: Kelly |
| Process monitor report | Outcome: informational  
| 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? |
| **Lead**: Process monitor | • 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? |