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

Date and Time: Wed May 11 11-12pm CST
Minutes taker: Jen Leptien
Process monitor: Monica
Meeting Chairperson: Kelly Reddy-Best
Zoom link found on committee Canvas page
Meeting called to order at: 11:06
Meeting adjourned at: 11:39
Was a quorum present?: (at least 6 people for quorum, excluding ex-officio)
Yes - Kelly, Monica, Diane, Jen, Billy, Jane
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. Design: Jane Rongeur, associate professor, Community and Regional Planning
  3. VP for student affairs reps (x2): Jen Leptien, director of Learning Communities
  4. VP for student affairs reps (x2): Bill Boulden, associate dean of students/director of Greek Affairs
  5. Engineering: Diane Rover, university professor, Electrical and Computer Engineering
  6. Business: Monica Gordillo, teaching professor, Management and Entrepreneurship
Committee members not in attendance: (move names here)
  1. Student government rep: Blake Van Der Kamp blakevdk@iastate.edu, Agricultural and Life Sciences Education
  2. Ex-officio: Meghan Gillette, associate teaching professor, Human Development & Family Studies; Faculty Fellow, CELT [non-voting member]
  3. LAS: Novotny Lawrence, associate professor, Greenlee School of Journalism and Communication/English
  4. Multicultural students leadership council: Jordan Brooks, director of Multicultural Student Success, College of Design and PhD student in School of Education
  5. CALS: Kurt A. Rosentrater, associate professor, Agriculture and Biosystems Engineering
  6. Grad student and CELT rep: Paul Hengesteg, program evaluation coordinator (CELT) and PhD student in School of Education

Vet Med committee member: TBD

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<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 | Last senate meeting; Sarah Bennet provided 5 sentence update about rubric, portal, and info coming first week of fall 2022; Ann Marie V is also informed of this information.  
Outcome: informational  
Lead: Kelly |
| Minutes approval: | Minutes approved – Monica (1) and Jane (2)  
Outcome: vote  
All others raised hands in agreement. |
| Review Canvas proposal submission site | Changes to Canvas submission website since last meeting:  
Outcome: review/discussion;  
Lead: Kelly |
| Outcome: informational  
Lead: Kelly | • moved off of Google forms and onto Qualtrics for ease of access when voting on the courses to be approved;  
• trigger of review will be assignment on committee Canvas page, not on course proposal page because we want review comments to be hidden from submitters at that point.  
• When submission will come from faculty member, a due date will be assigned to the committee reviewers. |
Demonstration of steps of portal submission; timeline will be noted on the page “as quickly as possible” until we see how long process really takes and can then be more specific.

For committee: we have been assigned examples to be reviewed during the meeting; the committee members present viewed assigned example in Canvas and tested review process; review system works.

Comments:
- Navigating between both Canvas courses (submission portal for faculty and the USD committee page) is confusing/hard to remember which space to use; these are separate courses because we want the submitter to receive one report from the chair (e.g., showing passing with the majority); review link is not a hyperlink currently – making it a hyperlink could help; could we have a box on the main page that gives the three steps for reviewing? For example: 1) get review assignments here, 2) go to the portal, 3) go to Qualtrics to submit the grade?; feedback will come through the portal but only one email will go to the submitter; steps will be on assignments and home page;
- Kelly agreed to make the two Canvas pages more distinct – heading will change to be more distinct; all colored boxes will be color-coded and picture for distinction
- Will assignments on Canvas go away once completed?
- Yes – Kelly will delete it once complete or we could automate it – such as hit “yes- I’ve done this”; it would be nice to not see this in the to-do list such as after submitting in Qualtrics – click “I’m done” on a quiz – decision: Kelly will change this to a quiz so it will be removed from task list once done

Summary: Kelly will add steps for assignments and reviews on committee home page; she will change pics to stand out on each Canvas page; she will change colored boxes to be the same on each Canvas page so it’s easy to see for committee members; she will change to quiz for reviewer assignments so that “assignment” will go away on committee members’ Canvas page to-do list.

- Review process: if committee members submit our own courses, do we recuse ourselves from that process?
- Yes - this is a conflict of interest so we will need to remove ourselves from reviewing our own courses
- Also, course review decisions will be made on simple majority; it is important that this be noted somewhere.

For the good of the order

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- First meeting of fall 2022 is August 31
- Kelly will work with Ann Marie VanDerZanden to get info out to the curriculum committees and faculty when we get back in the fall.

Process monitor report

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<th>Outcome: informational</th>
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<td>Lead: Process monitor</td>
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- The process monitor will objectively report verbally on the following in one minute or less: No report given
  - Who did we hear from this meeting? Was one person dominating? NO
  - Did it appear that all individuals had a chance to express their opinions and contribute verbally or via chat? YES
  - Did we stay on track according to the agenda or if we did get off track, did we acknowledge that it was necessary? YES

Report was provided via email after meeting from Monica.

Who did we hear from this meeting? Was one person dominating? NO
- Did it appear that all individuals had a chance to express their opinions and contribute verbally or via chat? YES
- Did we stay on track according to the agenda or if we did get off track, did we acknowledge that it was necessary? YES