

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 Rongerue](#), 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

Topic and Outcome	Notes
	<p>Minutes taker</p> <ul style="list-style-type: none"> • 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
<p><i>Meeting responsibilities; roll call; chair announcements</i> Outcome: informational Lead: Kelly</p>	<ul style="list-style-type: none"> • 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. • Submission portal for USD courses (that is hosted on Canvas) is up on the Faculty Senate site; Website also has committee members, committee schedule, meetings minutes and agenda for each meeting.
<p><i>Minutes approval:</i> Outcome: vote</p>	<ul style="list-style-type: none"> • Minutes approved – Monica (1) and Jane (2) All others raised hands in agreement.
<p><i>Review Canvas proposal submission site</i> Outcome: review/discussion; Lead: Kelly</p>	<p>Changes to Canvas submission website since last meeting:</p> <ul style="list-style-type: none"> • 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.

	<p>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</p> <p>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.</p> <p>Comments:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <ul style="list-style-type: none"> • 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.
<p><i>For the good of the order</i> <u>Lead:</u> Kelly</p>	<ul style="list-style-type: none"> • 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.
<p><i>Process monitor report</i> <u>Outcome:</u> informational <u>Lead:</u> Process monitor</p>	<p>The process monitor will objectively report verbally on the following in one minute or less: <i>No report given</i></p> <ul style="list-style-type: none"> • 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? <p><i>Report was provided via email after meeting from Monica.</i></p> <p>Who did we hear from this meeting? Was one person dominating? NO</p> <ul style="list-style-type: none"> • 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