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

Minutes

Date and Time: Wed Nov 2, 2022 11-12pm CST
Minutes taker: Diane Rover
Process monitor: Blake Ban Der Kemp
Meeting Chairperson: Kelly Reddy-Best
Zoom link found on committee Canvas page
Meeting called to order at: 11:05 am
Meeting adjourned at: 11:55 am
Was a quorum present?: (at least 6 people for quorum) Yes
Committee members in attendance: (all committee members including chair are voting members; quorum = 6)
1. Chair / HS: Kelly Reddy-Best, associate professor, Apparel, Events, Hospitality Management
2. Grad student and CELT rep: Paul Hengesteg, program evaluation coordinator (CELT) and PhD student in School of Education
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. CALS: Kurt A. Rosentrater, associate professor, Agriculture and Biosystems Engineering
6. Engineering: Diane Rover, university professor, Electrical and Computer Engineering
7. Business: Monica Gordinho, teaching professor, Management and Entrepreneurship
8. Student government rep: Blake Van Der Kamp, Agricultural and Life Sciences Education
Committee members not in attendance: (move names here)
1. LAS: Novotny Lawrence, associate professor, Greenlee School of Journalism and Communication/English
2. Design: Jane Rongerue, associate professor, Community and Regional Planning
3. Multicultural students leadership council: Jordan Brooks, director of Multicultural Student Success, College of Design and PhD student in School of Education
4. Vet Med: currently vacant

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<tr>
<th>Topic and Outcome</th>
<th>Notes</th>
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<td>Minutes taker</td>
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<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

Announcements:
- U.S. Diversity Course proposals processed thus far: 25 submitted proposals, 5 approved, 1 rejected

Kelly responded to a question about the effect of the Workday-related catalog freeze on U.S. Diversity Course proposals and/or this committee’s work. The committee will continue to process proposals.

Discussion will occur on these proposals at our Nov 16, 2022 meeting with vote that will conclude on Nov 18, 2022.
- Gordillo and Rosentrater are assigned to review Brellenthin KIN 360 by Nov 11, 2022
- Hengesteg and Rover are assigned to review Behnken HIST-AFAM 354 by Nov 11, 2022 (you must review Behnken's 4th submission on October 13 @ 1:58pm - see image below)
Lawrence and Van Der Kamp are assigned to review Behnken HIST-AFAM-USLS 473 by Nov 11, 2022 (you must review Behnken's 5th submission on October 13 @ 4:44pm - see image below)

Boulden and Leptien are assigned to review Carter WLC 210 by Nov 11, 2022

Brooks and Rongerude are assigned to review Beirman FSHN 220 by Nov 11, 2022

Gordillo and Rosentrater are assigned to review Padgett-Walsh PHIL 235 by Nov 11, 2022

Hengesteg and Rover are assigned to review Test Student AMD 458 (you must review the second submission on Oct 19) by Nov 11, 2022

Lawrence and Van Der Kamp are assigned to review Test Student AESHM 462X by Nov 11, 2022

Everyone reads these submissions to become familiar with the proposals prior to our Nov 16, 2022 USD meeting; discussion will occur on these proposals at Nov 16, 2022 meeting with vote that will conclude on Nov 18, 2022.

- Brellenthin KIN 360
- Behnken HIST-AFAM 354
- Behnken HIST-AFAM-USLS 473
- Carter WLC 210
- Beirman FSHN 220
- Padgett-Walsh PHIL 235
- Test Student AMD 458
- Test Student AESHM 462X

### Minutes approval

**Outcome**: vote  
**Lead**: Kelly

October 12, 2022 minutes  
**Motion**: Monica  
**Second**: Billy  
In favor: 8  
Against: 0  
Abstain: 0  
Vote result: Motion passed, minutes approved

### Course proposal review

**Outcome**: discussion  
**Lead**: Kelly

We are reviewing these courses today.

- Behnken HIST-USLS 371 (lead reviewers: Boulden and Leptien)
- Behnken HIST-USLS 372 (lead reviewers: Brooks and Rongerude)
- Gleeson ARCH 321 (lead reviewers: Gordillo and Rosentrater)
- Matos GLOBE/VMPM 330 (lead reviewers: Hengesteg and Rover)
- Donoho HDFS 240 (lead reviewers: Lawrence and Van Der Kamp)
- Prieto PSYCH 347 (lead reviewers: Boulden and Leptien)
- Ruble COM ST 210 (lead reviewers: Brooks and Rongerude)

Guiding questions:

- Who voted yes on the course? Why?
- Did anyone vote no? If yes, why?
- Did anyone feel they need more information? If yes why?
- Any questions or concerns about the proposal?

The Qualtrics link is available on Canvas. **Please vote by Nov 4, 2022 at 11:59pm.**

Kelly will post the results on Canvas and will inform the submitters via email.
The committee reviewed and discussed each of the courses in the list above. The lead reviewers commented first, if present, followed by comments from other committee members.

For one of the course proposals, the committee held a longer discussion about whether the course met the 70% requirement. Some characteristics of the course may have resulted in less depth related to the U.S. Diversity Course learning outcomes. The committee agreed that may be acceptable. However, committee members also noted that the proposal was somewhat less clear and explicit in identifying the extent to which course content supports the U.S. Diversity Course learning outcomes. In general, it is very helpful when proposers clearly and directly explain how and to what extent their course meets the requirements, especially when committee members may have limited subject matter expertise in a particular course. It would be useful to have proposers self-assess the percentage of the course that meets the requirement and explain the basis for this.

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

The discussion was productive and involved all meeting participants, while still finishing the agenda early.