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

Date and Time: Feb 7, 9-9:50am CST
Minutes taker and process monitor: Jen L.
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 5 people for quorum)
Committee members in attendance: (all committee members including chair are voting members; quorum = 5)
1. Grad student and CELT rep: Paul Hengesteg, program evaluation coordinator (CELT) and PhD student in School of Education
2. VP for student affairs reps (x2): Jen Leptien, director of Learning Communities
3. LAS: Stephen Biggs, associate professor, Greenlee School of Journalism and Communication/English
4. Chair/ Business: Monica Gordillo, teaching professor, Management and Entrepreneurship
5. Design: Jane Rongerue, associate professor, Community and Regional Planning
6. Engineering: Diane Rover, university professor, Electrical and Computer Engineering
7. CALS: Kurt A. Rosentrater, associate professor, Agriculture and Biosystems Engineering
8. VP for student affairs reps (x2): Bill Boulden, associate dean of students/director of Greek Affairs
9. Multicultural students leadership council: Jordan Brooks, director of Multicultural Student Success, College of Design and PhD student in School of Education
10. HS: Kelly Reddy-Best, professor, Apparel, Events, Hospitality Management

Committee members not in attendance: (move names here)
1. Student government rep: vacant
2. Vet Med: currently vacant

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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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<td>Meeting responsibilities; roll call; chair announcements</td>
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Discussion
Lead: Kelly

Minutes approval
Outcome: vote
Lead: Kelly

Approve meetings:
• Nov 16

Course proposal review
Outcome: discussion
Lead: Kelly

We are reviewing one course:
Breanna Kixmiller. GEO 116, Human Geography

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?
Kelly will email a link to vote after the meeting on Feb 7 and will inform the submitter via email.

**USD Name Change**
Outcome: discussion and vote after meeting
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?