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

Date and Time: Thursday Nov 2 @ 1pm CST
Minutes taker: Paul Hengesteg
Process monitor: Jordan Brooks
Meeting Chairperson: Monica Gordillo
Zoom link found on committee Canvas page
Meeting called to order at: 1:02 pm
Meeting adjourned at: 1:55 pm
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

Committee members not in attendance: (move names here)
6. Engineering: Diane Rower, 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. Sabbatical Fall 23/ HS: Kelly Reddy-Best, associate professor, Apparel, Events, Hospitality Management
11. Student government rep: vacant
12. Vet Med: currently vacant

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<thead>
<tr>
<th>Topic and Outcome</th>
<th>Notes</th>
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<tr>
<td>Minutes approval</td>
<td>Kelsy Gillen, Director of Academic Quality and Undergraduate Education, explain pass process for approving transfer courses.</td>
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<td>Course proposal review</td>
<td>We are reviewing transfer courses:</td>
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<td>1. ENG 2550 (Heggen);</td>
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<td>2. MUSC 1110-02 (Kapler);</td>
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<td>3. ENGL 2550 (Kixmiller)</td>
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<td>4. IS 194 (Kapler)</td>
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<td>Guiding questions:</td>
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<td>- Who voted yes on the course? Why?</td>
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Meeting responsibilities; roll call; chair announcements
Discussion
Lead: Monica

Minutes approval
Outcome: vote
Lead: Monica

Course proposal review
Outcome: discussion
Lead: Monica
Did anyone vote no? If yes, why?
Did anyone feel they need more information? If yes why?
Any questions or concerns about the proposal?

Monica will email a link to vote after the meeting on Nov 2 and will inform the submitters via email.

**For the good of the order**

*Lead:* Monica

**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?