

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 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. Sabbatical Fall 23/ HS: [Kelly Reddy-Best](#), associate professor, Apparel, Events, Hospitality Management
11. Student government rep: vacant
12. Vet Med: currently vacant

| Topic and Outcome | Notes |
|---|--|
| <p><i>Meeting responsibilities; roll call; chair announcements</i></p> <p><u>Discussion</u> <u>Lead:</u> Monica</p> | <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>Minutes approval</i></p> <p><u>Outcome:</u> vote <u>Lead:</u> Monica</p> | <p>Kelsy Gillen, Director of Academic Quality and Undergraduate Education, explain pass process for approving transfer courses.</p> |
| <p><i>Course proposal review</i></p> <p><u>Outcome:</u> discussion <u>Lead:</u> Monica</p> | <p>We are reviewing transfer courses:</p> <ol style="list-style-type: none"> 1. ENG 2550 (Heggen); 2. MUSC 1110-02 (Kapler); 3. ENGL 2550 (Kixmiller) 4. IS 194 (Kapler) <p>Guiding questions:</p> <ul style="list-style-type: none"> • Who voted yes on the course? Why? |

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| | <ul style="list-style-type: none"> • Did anyone vote no? If yes, why? • Did anyone feel they need more information? If yes why? • Any questions or concerns about the proposal? <p>Monica will email a link to vote after the meeting on Nov 2 and will inform the submitters via email.</p> |
| <p><i>For the good of the order</i></p> <p><u>Lead</u>: Monica</p> | |
| <p><i>Process monitor report</i></p> <p><u>Outcome</u>: informational</p> <p><u>Lead</u>: Process monitor</p> | <p>The process monitor will objectively report verbally on the following in one minute or less:</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? |