Date and Time: Wed April 20 11-12pm CST  
Minutes taker: Monica Gordillo  
Process monitor: Blake Van Der Kamp  
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 7 people for quorum, excluding ex-officio)  
Committee members in attendance: (all committee members including chair are voting members, except ex-officio member; quorum = 7)  
1. Chair / HS: Kelly Reddy-Best, associate professor, Apparel, Events, Hospitality Management  
2. LAS: Novotny Lawrence, associate professor, Greenlee School of Journalism and Communication/English  
3. Design: Jane Rongerue, associate professor, Community and Regional Planning  
4. Grad student and CELT rep: Paul Hengesteg, program evaluation coordinator (CELT) and PhD student in School of Education  
5. VP for student affairs reps (x2): Jen Leptien, director of Learning Communities  
6. VP for student affairs reps (x2): Bill Boulden, associate dean of students/director of Greek Affairs  
7. Multicultural students leadership council: Jordan Brooks, director of Multicultural Student Success, College of Design and PhD student in School of Education  
8. CALS: Kurt A. Rosentrater, associate professor, Agriculture and Biosystems Engineering  
9. Engineering: Diane Rover, university professor, Electrical and Computer Engineering  
10. Business: Monica Gordillo, teaching professor, Management and Entrepreneurship  
11. Student government rep: Blake Van Der Kamp blakevdk@iastate.edu, Agricultural and Life Sciences Education  
12. Vet Med: Carrie A Berg, associate teaching professor of Biomedical Sciences  
13. Ex-officio: Meghan Gillette, associate teaching professor, Human Development & Family Studies; Faculty Fellow, CELT [non-voting member]  
Committee members not in attendance: (move names here)

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<tr>
<th>Topic and Outcome</th>
<th>Notes</th>
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| ITEM 1: Meeting responsibilities; roll call: chair announcements | Minutes taker  
  - 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 |
| ITEM 2: Course percentage | Discussion around that at least XXXX% of course content meet the 3 of 4 learning outcomes. Online discussion due April 12th @ 11:59pm. |
| ITEM 3: Rubric draft review assignment due date | Rubric draft review. Online discussion due April 19th @ 11:59pm. |
| For the good of the order | Lead: Kelly |
| Lead: Kelly | |


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<tr>
<th>Process monitor report</th>
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<tr>
<td><strong>Outcome:</strong> informational</td>
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<td><strong>Lead:</strong> Process monitor</td>
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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?