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

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: 11:03
Meeting adjourned at: 12:00
Was a quorum present?: yes (at least 6 people for quorum, excluding ex-officio)
Committee members in attendance: (all committee members including chair are voting members, except ex-officio member; quorum = 6)
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 Rov, 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. 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) Some members came a bit later and some had to go before the meeting was over, but we always had at least 6 members in attendance.
1) Vet Med: TBD

<table>
<thead>
<tr>
<th>Topic and Outcome</th>
<th>Notes</th>
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<tbody>
<tr>
<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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Meeting responsibilities; roll call; chair announcements
Outcome: informational
Lead: Kelly

Kelly announced that Vet Med: Carrie A Berg, associate teaching professor of Biomedical Sciences will no longer be part of the committee. Kelly mentioned that she will have her video on during the meetings and others can choose whether to do it or not. Announcements in Canvas and email are the forms of communication. Cybox will host the approved meetings, agendas, and working documents. Minutes will become public after being approved.

Minutes approval: March 25th and April 6th
Outcome: vote

The minutes from the previous meeting (April 6) were approved.

Rubric draft review assignment due date
Outcome: review/discussion;
Lead: Kelly

Rubric draft discussion- In preparation for the meeting, Kelly created a rubric and modified it according to the discussion board ideas. The committee members use the google document to change or add comments too. Kelly color-coded each part of the rubric to make it easier to discuss. Orange: (first paragraph) No changes
**Green: Part 1 Contact Information:**
Added: Is this course a new proposal for the U.S. Diversity course requirement? [Yes or No]

Does the course meet three of the four learning outcomes in at least 70% of the course? [Yes or No]

Billy asked: Diversity study abroad courses, who will be reviewing. Reviewing will be centralized, and further discussion will take place next semester. Another important questions that the committee will deal in the future is: How often should courses be reviewed?

**Green Part 2: Instructions:**
Accepted.

**Blue Table:**
Diane asked to change table design and Paul volunteers to help Kelly. Jordan suggests rows instead of columns. Bill suggested to have bullet points.

**Green Part 4: Submission Instructions:**
Novotny suggested to drop or change the request of a course item. Decided to keep but to change the name to “item”.

**Green Part 5: Overview of the Review Process:**
Talked about if adding how long it will take to review a course. Not establish specific amount of time. This will be reviewed again in the future.

Consider feedback and explanation when a proposed course is rejected.

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<tr>
<th>Process monitor report</th>
<th>Blake said everyone had participated and provided their own perspectives.</th>
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<tbody>
<tr>
<td>Outcome: informational</td>
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<tr>
<td>Lead: Process monitor</td>
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| Additional minutes from the Canvas discussion board regarding a vote. | On Canvas, the committee discussed “what percentage of the course should meet the US Diversity learning outcomes? The discussion began on March 30th, 2022 and ended on April 14th. "The course will be required to meet at least 70% of the USDLO" passed with 9 yes, 1 no. |