

Eastern Oregon University – College of Arts and Sciences
Meeting Minutes – May 19, 2011
3:15 p.m. ~ Huber Auditorium, BH 142

Presenter	Agenda Item	Discussion	Outcome
Sarah Witte	Welcome and Call to Order	The meeting was called to order at 3:20 p.m. by Acting Dean Sarah Witte.	None
Sarah Witte	Minutes Approval	The meeting minutes of April 21 and May 5 were submitted for approval as posted to the CAS website. Discussion ensued regarding content.	Motion to approve April 21, 2011 and May 5, 2011 meeting minutes as presented. Motion approved with 2 abstentions.
Sarah Witte	Announcements	<ul style="list-style-type: none"> • GLO and PLO (General Education and Program Learning Outcome) maps are due (electronically) to Angie Adams by June 1st. All disciplines are requested to copy Sarah Witte when the documents are forwarded. • Updated program portfolios are due to Angie Adams by June 15th. Please cc Sarah Witte. <ul style="list-style-type: none"> ○ When reviewing the portfolios, please update ate sections (i.e., 2008 dates). The last submission, which contained the 2008 text, has already been saved. It was noted that links will be important for the assessment materials. • GEC Assessment: On behalf of EPCC, Colleen Johnson explained that the Committee is requesting all programs to send in a coversheet noting GEC courses with outcomes listed. If not changes, indicate that on coversheet. If there are changes, identify them and attach a revised syllabus. EPCC should receive the assessment coversheet by June 1st. All program info will be downloaded to I-Net to preview assessment needs. • Rosemary Powers has now completed her service to the State Board of Higher Education • Post-tenure reviews are due to Division Chairs ASAP. The Dean will visit with faculty during their office hours to share their report with them. 	<ul style="list-style-type: none"> • Faculty requested to be notified if their program has not already submitted the required GLO and PLO maps. • Send to Angie Adams by June 1st.
Peter Wordelman	Vickie Lee's Retirement Party	Vickie Lee's service to CAS will be celebrated with a party on Sunday, June 12 th at 4pm. Arlene Young will host the event at her house, 96 Penn Avenue in La Grande. This will be a potluck (with meat provided); additional details to follow.	Mark calendars for June 12.

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Sarah Witte	Good of the Order	<ul style="list-style-type: none"> • Anthropology is bringing candidates to campus May 24th, May 25th and May 31st. • CAS will hold a wrap-up meeting within next few weeks. • Syllabi posting: concerns were noted that faculty is receiving contracts for online teaching which mandate that syllabi be posted well ahead of the start of term. It was suggested that a copy of the Official Syllabus be posted as a sample. Current process is cumbersome for some faculty. Discussion ensued regarding students using early access to syllabi to “comparison shop” for courses. It was suggested that syllabus be generic until after registration 	<p>All faculty should check Webster to verify their courses and attached info are listed correctly.</p> <p>Division chairs to draft consensus on what needs to be available to set a standard.</p>
Christy Oliveri and Nancy Knowles	Common Readings	After much investigation and discussion, Zeitoun has been selected as the common reading for all HUM 101 students Fall term 2011. Discussion ensued for different ways the text could be included in other courses. It was noted that the Humanities program plans to change the common text annually.	Faculty are encouraged to use book as crossover text.
Sarah Witte	Upcoming Events	<ul style="list-style-type: none"> • Faculty Recognition Dinner scheduled for Saturday, June 4th. • Ars Poetica with alumnus Aby Kaupang Cooperman and Matthew Cooperman. • Student production, “The Crucible” begins this week • Matt Cooper is performing at the Ale House • Third Thursday Art Walk is this week • Grande Ronde Symphony hold their last performance of the year next Wednesday • Spring Symposium schedule is next week though it was noted the schedule is still not posted • Choir concert • The production crew for “Glass Menagerie” will hold their red carpet event on Friday night to preview the film. It was noted that the musical score is by John Rinehart • The Faculty Union will meet at the Ale House on June 2nd 	None.
Sarah Witte	Adjournment	Meeting adjourned at 4:25 p.m.	None

Submitted by Molly Burke