1. Announcements
   - Helena Dettmer announced that off-campus interviews for the dean’s position will end shortly; on-campus interviews are tentatively set for October 15-16; 18-19; 21-22; and 23-24. These dates could change. Faculty should be sure to attend any related forums. Information on the search committee and the position description is at this link: https://clas.uiowa.edu/dean-search/search-committee.
   a. The Higher Learning Commission (HLC) UI accreditation site visit will be held on March 25-26, the week after Spring Break, with times and locations to be announced. Please mark your calendars now and plan on attending. Also see these pages for more information: https://uiowa.edu/accreditation/article/hlc-criteria-accreditation
   b. Helena Dettmer requested that the DUS send her a short paragraph or list of curricular changes that the department or program will make for the next calendar year and that will be entered into the Catalog in the next editing cycle. This summary should be submitted to her by email before by the start of the spring semester at the latest. This will help the College document and inform others about related changes. Regular updates and revisions to the curriculum are welcomed by the College, with these smaller changes made and approved by the College each year through the Catalog review process.

2. The proposed Director of Undergraduate Study (DUS) web pages were discussed, with implementation date likely next summer. Those faculty acting as DUS will be listed on the web pages so that students and others may more easily contact the appropriate DUS.

Those attending expressed support for the proposed pages and for the list of DUS responsibilities while asking for general clarification of this list. The list does not represent what a DUS must do since this will vary by department and by the number of undergraduate students served. Each unit must decide how to delegate departmental or programmatic duties according to what works best for faculty members and students. The list is meant to facilitate a conversation about DUS duties and to remind departments of key areas that need attention. In some cases, these will be delegated to others in the department or may be handled by the Chair. This information will be included on the related web page.
Discussion then focused in more detail on duties to be added to the list, including the following:

- Handling enrollment-management issues, such as why a course should not be canceled or seats be added
- Updating the College on related curricular planning issues and ideas
- Chairing related committee on scholarships and awards for undergraduates
- Encouraging undergraduates to participate in conferences
- Working on departmental graduation ceremonies or celebrations
- Overseeing GE courses and service courses, making sure instructors understand obligations related to these particular types of courses
- Offering academic advising that is not covered by professional advisors
- Helping with outreach activities, such as involvement in community events, performances and other activities
- Meeting with students referred by Admissions or otherwise working with Admissions on related questions and events
- Overseeing assessment and enhancement of classroom experiences while raising related issues in faculty meetings
- Helping with alumni outreach

Note: Items will be combined when possible into related groups; please feel free to send additional updates.

3. The General Education Curriculum Committee (GECC) was next discussed, focusing on the pros and cons of having the committee members elected rather than appointed. Membership is currently by invitation, with DEOs suggesting appropriate faculty with an interest in undergraduate pedagogy and student success and who have taught GE courses. Moving from the appointment of members to the election of them could help raise the profile of the committee and its work while helping educate faculty about the GE requirements and goals. Elections may also give more transparency to the GECC and encourage others to become involved who might otherwise not participate. Involvement by faculty in the GE CLAS Core is important since all students at UI take these courses. The quality of these courses matter since this can affect the student’s choice of major or the performance in the next related course in a sequence. GE courses also can function to welcome new students to the major. The group also pointed out that it is very important that each main area of the GE CLAS Core is represented by instructors on the committee and that careful attention needs to be given to the composition of the committee, with this perhaps differing from the membership of UEPCC or Faculty Assembly, for example. The group also discussed the role of instructional faculty on the committee; representation from this group is crucial since lecturers do teach a large number of GE courses. On the other hand, it is not right to burden lecturers with uncompensated work unless it is counted by the department as service or professional development. The right balance must be created through clear electoral policies related to membership. An undergraduate student has always served on the committee and would continue to be appointed since elections involving student members are not feasible. A graduate student has never served on the
committee but may find the committee’s work of interest; however, given the time commitment involved, this service may not be appropriate for a graduate student. Additionally, new assistant faculty perhaps should not be on the committee for similar reasons. The committee can help faculty learn about how the College operates and can be a good introduction to related experiences for those interested.

4. Brian Lai, DUS, Political Science, reminded the group about the Big Ten Voting Challenge where institutions compete to have the most student voters. UI faculty will be asked to add these messages at appropriate times to their ICON sites, approved by the College: PLEASE REGISTER TO VOTE and PLEASE VOTE. In 2016, UI was at the bottom of the competition results, which are tracked by various groups which collect voting data. See this site for more information on the Big Ten Challenge: https://www.abts10.org/voting-challenge

[Also see the signed letter from Big Ten Presidents and Chancellors, UI included, https://docs.wixstatic.com/ugd/96bc60_297273c974674280915e949d42d0eb5a.pdf]

5. Brian Lai updated the group on the work of the Academic Technology Advisory Council (ATAC) which he now chairs. The group advises on technology projects and priorities in relation to teaching and learning. ATAC members were recently updated on the Affordable Content Initiatives that offer instructors alternatives to expensive textbooks, including ICON Direct ordering through Unizin; Open Educational Resources (OER); Hawk Shop textbook rentals; and the use of the UI Library book reserve system with textbooks on reserve funded by UI Student Government (UISG). All instructors are encouraged to be mindful of textbook costs which can be lowered in part by ordering books early and by using these other resources. [Note: Annette Beck in the Office of Teaching, Learning & Technology confirmed after this meeting that Unizin does not receive a royalty, fee, or “kick back” of any kind from UI orders.]

See these links for additional information:

ATAC: https://oneit.uiowa.edu/academic-technology-advisory-council
Affordable Content Initiatives: https://provost.uiowa.edu/affordable-content-initiatives
Unizin: https://teach.its.uiowa.edu/initiatives/unizin

6. A short update was given on the ACE Committee charged with reviewing the use of ACE teaching evaluations and how to address the drop in student responses. The committee is split into two subcommittees, with one group addressing how this data is used while the second group is looking at the number and type of ACE questions used and more reliable methods evaluating instruction. Ken Brown, Associate Dean, College of Business, is Chair.

7. Renee Cole reminded the group of upcoming workshops and events sponsored by the Center for Teaching and by the Office of Teaching, Learning & Technology:

Creating a Peer-Led Study Program in STEM

Monday, October 15, 2018 - 12:00 pm to 2:00 pm
University Capitol Centre
200 South Capitol Street
1117 International Programs

Many other workshops are offered, including on Active Learning Throughout the Semester; TILE Essentials; Supporting Your Students’ Academic Resilience; and Demystifying General Education.

Center for Teaching and OTLT: https://teach.its.uiowa.edu/events/upcoming