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TO: Arts & Humanities Divisional Affairs Committee
DATE: xx March 2018
RE: February Meeting Minutes

DIVISIONAL AFFAIRS COMMITTEE (ARTS & HUMANITIES) MEETING MINUTES
February 8, 2018, :00-5:15 p.m.—BC468B

Divisional Affairs Committee—Spring '18

Nancy Brule	Susan Brooks (for Marion	Fred Van Geest
Catherine Wright (for Victor	Larson)	Jonathan Veenker
Ezigbo)	Donna LeGrand [Chair]	Dan Yim
Barrett Fisher [Dean]	Jeff Wetzig	Meg Zauner
Rhonda Gilbraith	Harley Schreck	
AnneMarie Kooistra	Bradley Stapleton	

Guests: Brittany Boehm (Academic Affairs Communication Coordinator)

1. **Prayer:** Donna opened with prayer.
2. **Approval of Minutes.** The minutes from 14 December were approved.
3. **Q & A with Brittany Boehm.** Barrett introduced Brittany. Brittany explains that she works with the catalog, course evaluations, and is the point person for new courses. We can work with Brittany for communications and marketing tasks, such as departmental web sites. Brittany is taking over responsibilities previously held by Lauren and Tiffany.
4. **Revised Sociology major.** Harley presents a proposed revision to the Sociology major. The proposal is to offer a BA in Sociology with a core set of courses, along with a concentration in either urban studies or criminal justice. The department provided a written rationale for the changes, which include the decision of the Higher Learning Commissions decision not to approve a Criminal Justice major. The department believes these changes will capitalize on the strengths of faculty members. The DAC approves the proposal by unanimous vote and can now be implemented.
5. **Proposed minor: Photojournalism.** Susan Brooks & Jeff Wetzig presented a proposal for a photojournalism minor. Susan talks about how this minor could enhance different majors that students currently complete. The minor is essentially about how people can use photos to tell stories. There are no new courses or added costs. We already have equipment that students will need to complete this minor. The DAC votes unanimously to approve the proposal.
6. **Course/time conflicts.** Barrett explained how certain course conflicts regularly affect the Communication Studies Department. If we have situations where students have an apparent conflict, but there is actually flexibility (such as for an internship, or hybrid course, etc.) then please let the Barrett know. He can then communicate with the Registrar to address reduce these apparent, but avoidable conflicts.
7. **Announcements:**
 - a. The Alumni Office tells us to encourage seniors to attend “Building a Strong Financial Foundation Workshop” (February 22, 6:00-7:15 p.m. in the Eastlund Room): bethel.edu/events/2018/financial-workshop
 - b. Barrett distributed and discussed a checklist for reviewing Academic Plans. It’s a template where we can add Gen Ed courses and major courses to develop academic plans.

- c. Barret informed us that for his monthly meetings with dept. chairs, he will be focusing on budgets in discussion with us. Most departments are on target, and there are no red flags.
- d. Barrett urged us to contact students who have been accepted to Bethel, but haven't yet committed to come here. Barrett will talk to Brtt Hyder in Admissions about the possibility of sending departments updated lists of students, with only new students. This can help departments avoid the problem of contacting students multiple times.
- e. Barrett mentioned that Ken Steinbach was admitted to a Nagel Institute seminar which will allow him to interact with artists in China. Charlie Goldberg was accepted for a CIC seminar to Greece.
- f. Upcoming deadlines: Catalog changes should be made in advance of May 1.]This is the hard date for the publication of the catalog. We will receive a notice from academic affairs to submit catalog changes. March 1 is the deadline for summer school proposals, and textbook adoption for summer school and fall of 2018. We can check with Alyssa if we have questions about summer courses being offered. Barrett says we have pretty good coverage of Gen Ed courses over the summer.

Submitted by,
Fred Van Geest