January Meeting October 5, 2009

Janie & Michelle,

HMS Coordinator's met Monday, Oct. 5, at 3:30—Items discussed listed below FYI. The only ones requiring action by FM faculty are items 3 & 6. We need to have a program meeting to discuss summer schedule & a few other issues. I'll try to find a time we can get together and let you know.

Becky Greer

1. TRAC DAT program assessment—Drs. Martin & Newman will be assessing our program assessment on TRAC DAT; copies of rubric distributed. Coordinators were asked to give brief report by program area at the OCT 16 HMS Faculty meeting on what assessment has shown about our program over the past year.

2. Dr. Martin advised that someone (College Council, she thinks) will be assessing each syllabi that was sent to the Dean by Nelda at the beginning of the semester (no rubric provided). We should get some feedback when done. Dr. Martin thinks HMS is in pretty good shape on syllabi.

3. ECHL (TBD)—Dr. Finkenberg and Martin are working on getting the whole interior of the bldg. painted before we start using. Asked Dr. Greer to discuss with Dr. Kenner to see if Textiles could be moved over there after it is taught in the Spring. . . thinking about Room 123 or 125 for textiles and also Bridwell's Accessories course (will be taught over there in the Spring). Is this feasible? If so, which room would you prefer? Would you prefer the tables in North 208 be moved over there or to use some of the tables that are already over there (told they are wider—may need to go look at them)?

4. Swearingen will be meeting with KI rep on Wednesday, 10-7-09, to look at the divider wall products for the new dining room in ECHL(TBD) Rm. 121. Others welcome to join.

5. Regarding working with grad students, Dr. Martin advised that they need to schedule comps in a timely manner—not to crowd graduation date, if scheduled late in the semester need to be sure that students understand that if they don't pass the first time, the second try will have to be scheduled the following semester and graduation will be delayed. Also noted that there are 58 graduate students in HMS.

6. Swearingen asked Coordinators to go ahead and plan summer class offerings by next Coordinator's Meeting on Oct 19. What programs offer may affect other program's plans (for instance, HMS 260 would impact what Interior Design offers—they want us to offer it, so they can get away from so many summer Studio classes). Agreed to make the plans.

7. Ambassador's—Coordinators were asked to provide facts about program to use in training ambassadors to do recruitment. FM and CD have already provided—other need to provide by
Oct. 15, 5:30, next Ambassador meeting. T-shirts (long sleeve or short sleeve) are available to faculty—see Swearingen quickly to order.

8. Swearingen announced next Design Center speaker, a rep from Palais Fabric (upholstery fabric) on Oct 15 at 2:15 p.m. --might be of interest to textiles students or FM faculty.

9. Two requests to waive HMS 100 from ID students were reviewed. After much deliberation, decided NOT to waive--thinking that it would open the "flood gates" to other requests and harbor the idea that if you put off HMS core class until the end and write a nice requests you won't have to take the courses. The students had postponed ALL of the HMS core classes until thier final semester (100, 300 & 400); one was going to have to take 22 hours to graduate. Dr. Martin will sent notification of non-approval letters thanking them for the professional requests they prepared, ensuring them that Ms. Swearingen advocated for them and that much thought and deliberation went into the decision, but that we are going to stand by the requirement of HMS 100.