**Present:** Reneta Lansiquot, Sean MacDonald, Amanda Almond, Monica Berger, Heidi Boisvrt, Aida Egues, Anna Matthews, Diana Mincyte, Laureen Park, Rebecca Shapiro, Olufemi Sodeinde, and Robert Walljasper.

**Absent:** Reginald Blake, Candido Cabo, Laina Karthikeyan, Ezra Halleck, Denise Sutton, and Johannah Rodgers

**Excused:** Paul King

**On-Leave:** Gwen Cohen Brown, Marta Effinger-Crichlow, Jean Hillstrom, and Andleeb Zameer.

**Meeting began at 1:05pm.**

* Approval of April 27, 2017 Minutes: Motion by Amanda, Aida 2nd

Passed: 9 in favor, one abstained

* Approval of May 11, 2017 Minutes: Motion by Amanda, Laureen 2nd

Passed: 9 in favor, one abstained

* Approval of September 28, 2017 Revised Minutes: Motion by Amanda, 2nd

Passed: unanimous (11).

* Feedback received on survey items, Amanda took note of new additional items. Will update and share for next meeting.
* Syllabi review for ID courses, starting Spring 2018. Present this point to the Chair’s colloquium
* Amanda volunteered to solicit these syllabi via form-letter (perhaps send out late December): Rebecca volunteered to review to syllabi. Keep in mind, we are asking for accountability, not just the syllabus because either way will “get” the syllabus.
* Include things like guest lecturers, ID objectives, encourage faculty to revisit initial proposal and ask how we can help. Ask for syllabi in December. Give feedback early in the semester. Request for updated syllabi by MCF (mid-Feb). If not satisfactory, then will not teach subsequent section.
* Get together with Rebecca in November for creation of ID syllabus checklist to send out.
* NOTED: Send out survey same time as soliciting syllabi-Amanda

- Honors ID courses: Reneta asked those teaching ID courses to think about adding this designation.

- Course caps and workload hours. Discussed current rationale for upping it to 4 credits… all agreed upon: because it’s more work. Less favorable feedback for the evaluative component as reason for additional workload hours.

- Reneta made note of following-up on juniors and seniors only in ID courses

- OLAC: guidelines, recommendations, and considerations for observing an online/hybrid ID course. “best practices” as Monica suggested was favored by the committee and Diana took note.

- Chair’s Colloquium: Thursday morning 9:30-11:30am some time in Feb/March.

* Key points to hit in the colloquium: Guest lecturer list, “not an arc”, survey results.

- Rebecca: 1 credit to offer… how can we help?

- Amanda—maybe an IDC listserv? (\*closed\*) Group/Project via OpenLab… for all ID faculty. Sean to email list of ID faculty teaching in Spring for respective tasks.

**Meeting adjourned 2:00pm**