**September, 2, 2016 | Departmental Meeting Minutes**

In attendance: Joe Turner, Steve Smith, Dale Hachten, Mary Rosner, Glynis Ridley, Karen Hadley, Matt Biberman, Beth Willey, Stephen Schneider, Elaine Wise, Andrew Rabin, Fran McDonald, Kristi Maxwell, Bronwyn Williams, Cassandra Book, Mary P Sheridan, Beth Porch, Hristomir Stanev, Ian Stansel, Paul Griner, Karen Kopelson, Susan Griffin, Tim Johnson, Andrea Olinger, Karen Chandler, Susan Ryan, Frank Kelderman, Julia Dietrich, Alan Golding, David Anderson, Denise Tanner

* Meeting called to order (2:05 p.m.)
* Teaching Innovation Learning Lab (TILL) classroom presentation (PPP available)
* Announcements:
  + Will in the Ville schedule (handout available)
  + Research Committee: upcoming opportunities to submit names for endowed lectures/talks (Oct. deadline: info forthcoming). Expect upcoming faculty talks on current research.
* Enrollment data (4 years):
  + New software being purchased to store, organize, and manage data
  + Course offerings (and frequency of offering)
  + Minimum enrollment: 100-300: 10 students, 400-500: 10 STUDENTS, 600: 5 students; Reconsider maximum caps, too
  + Change in way PTLs are funded (Dean will only fund PTLs for gen ed courses)
  + Enrollments have gone down significantly in last 2 years (enrollments affect hiring)
  + Discuss ways to attract new majors
    - What can we do to aid students understanding of course offerings (easier to access course descriptions): course descriptions can be uploaded in syllabus shell on Bb
    - Stronger presence at events
    - Student and faculty visits to classrooms
    - Promotional materials for nonacademic offices (Career Center, etc.)
    - Social media presence (FB, Twitter, updated webpage, blog): suggestion to start a committee on department promotion/social media (email Glynis after meeting about whether or not you support the creation of new committee) and consider using work-study student or GTA to maintain platforms; highlight student success more strongly on website
    - Consider revisiting idea of offering “writing-track” and/or professional writing minor
    - Innovate on course offerings (not focusing solely on periodization): rebranding some courses, based on theme (e.g., Games)
    - What can we do to keep up with alumni?
    - Community-building: open mics, reading parties
    - Rethink profile of who our majors are/who we want them to be
* Meeting closed (3:35 p.m.)