

Games and Interactive Media Department Meeting Minutes

Friday, May 3rd 9:30 – 10:30 AM

OTC 500 Conference Room 104

Present: John, Maria, Eric, Madeline, Eddie, Taylor, Stella, Rudy, Dan, Peter, Terrell, Eileen, Gideon, Emily, Mel

9:30: Chair Updates and General Reminders

Anastasia Salter

Minutes from last meeting approved unanimously

Fall / Spring Assignments and Staffing Changes: **see schedule attached**

If you see issues, contact Anastasia ASAP while she's still doing the scheduling

Note regarding student scheduling complaints (Workshop)

Volunteers to work on creating a consistent policy for students who fall out of the cohort model: Gideon, Peter, Dan (will be done through Google Doc)

Summer syllabi: A/C May 6th, B June 17th

Faculty Annual Report and updated CV to Kim by 5/29!

Sending this early is appreciated.

Assessment updates

They gave us a deadline and then didn't open the portal, so if you're around this summer we may ask for help.

Exam policy reminder

You can't reschedule your exam. You have to do a session in person at the time scheduled.

ELO Conference - unofficial announcement

We may be hosting the Electronic Literature Organization conference in July 2020: committee will begin meeting to plan this summer

Textbook orders for fall due July 5th

If you're inclined to forget, do it before you leave for the summer. Still do it if no materials required; it's a checkbox. Forward confirmation to Athena.

Search updates: open rank candidates: **see itineraries attached**

Itineraries might change a little, but we are trying to not move the research presentation.
May 13, 14, 20

Moving Guidelines and Process Review: **see documents attached - keys to Athena**

There is a lovely illustrated guide to how to pack a box. Make sure that you put the label with your office number on it, and no other label.

General rule of thumb: If it can be flung, it can go in the box. If it can't be flung, don't put it in the box.

9:45: Tech Fees Process and Needs Downtown Anastasia Salter

Think about the things that have been overlooked for tech fee proposals. Emily volunteered to take the lead on a proposal - email her if you have ideas.

9:55: Proposed bylaws change **(vote)** Mel Stanfill

For Article II, Gideon moves, Peter seconds, passes
For Article VII, Peter moves, Dan seconds, passes

10:05: Budget Policy Process and Guidelines **(vote)** Mel Stanfill

For budget policies, Gideon moves, Eric seconds, discussion, passes

10:15: Software License Requests and Discussion Anastasia Salter

If you haven't put in your requests yet, please do very soon.

10:25: Committee Updates and Closing Questions

Peter thanks Anastasia for her service as chair.

Motion to approve minutes: Eddie moves, Peter seconds, passes