Arts and Human Sciences Department Minutes

Date: Monday, September 16, 2013

Attendees: Matt Peterson, Steven Grunenwald, Richard Stenberg, Kyle Norris, Lynne Raymond, Maren Furuseth, Kim Weismann, Elise Williams, Kari Rustand, and Leon Walter

1. Kim brought cupcakes!
2. **August 21, 2013 Minutes:** Motion to approve by Jim, seconded by Elise, and motion carried.
3. Kari Rustand and Leon Walter attended meeting to discuss issues with dual credit/online instructors and students. Issues discussed:
   a. Jim’s English Composition dual credit class in Stanley dropped last minute.
   b. Enrollment cap concerns, which Leon has worked to fix.
   c. High schools failing to get student paperwork submitted in a timely manner; Kari informed us that some of those might be to new high school administration. They are working to make this a smoother process in the future.
   d. Dual credit students just now (week 4) appearing on Elise’s moodle; this is an office issue not distance ed issue.
   e. Discussion of a general Master’s or specific Master’s in content area being acceptable for dual credit and adjunct instructors. **Department maintains opinion that a Master’s in content is preferred.**
   f. Kari passed out NDUS policy regarding dual credit.
   g. Textbook requirements for dual credit/adjunct discussed. Department in general agreement that Dept. Chair/lead instructor should have the most say in the textbook used. Open to communicating with adjunct if they proposed a different textbook, but the department still has final say. Distance ed had a different opinion. Thus, this issue needs to be discussed and resolved in Senate then written into policy.
   h. Recent issue of adjunct being hired by distance ed vs. department for a last minute Intro Psych online section was discussed. Because instructor had been approved in the past few years, distance ed did not feel the need to go back the department. Department discussed that there had been changes within the department, specifically Betty retiring and Elise joining. Distance ed had a different opinion. Thus, perhaps distance ed needs to consider going through approval process again with new lead instructor. This issue needs to be discussed and resolved in Senate then written into policy.
4. Kari Rustand and Leon Walter left the meeting.
5. Possible new way for dual credit was discussed:
   a. Initial contact with Department and Chair
   b. Distance Ed. Evaluate the dual credit instructors (hiring and firing).
6. Feedback from the department about new way for dual credit:
   a. Department generally thought the idea of distance ed evaluating was a manageable way to ensure dual credit evaluations get done.
b. Department recommends that we reserve our right for Dept. Chair or designee to sit-in on dual credit classes if they thought necessary (heard student complaints, too easy, etc.) and be allowed to give feedback.

c. Department recommends that the department chair reserve the right to look over evaluations given by distance ed and give feedback.

7. Adjunct would like our department to pay $196 for a desk copy of a book, which publisher will not provide at this time due to only nine books being sold to students.
   a. Discussion that e-text was available and able to be printed off here, placed in a 3-ring binder, and sent to adjunct.
   b. Motion to not approve by Richard, seconded by Kyle, and motion carried.
   c. A 3-ring binder with printed out text will be sent to adjunct as an alternative.

8. Next department meeting is Thursday, September 19th, 3:30PM.

9. Meeting adjourned at 4 pm.

Recorder: Elise Williams