Arts & Human Sciences Department Meeting – April 14th, 2014

Kim Weismann, Richard Stenberg, Jim Stout, Lynne Raymond, Maren Furuseth, Kyle Norris

1.) Approve minutes from 3-24-14.
   - Jim move to approve – second by Richard - Approved

2.) Classroom Needs – James
   - Jim – Large classroom for film (screen, projector, soundsystem, blu-ray, streaming services)
   - Larger TVs for classrooms (large enough to be easily viewable by students sitting anywhere in room)
   - One room with traditional setup – Computer, Document Camera
   - Touch Screen Options (no remotes)
   - Tegrity in all classrooms
   - Ergonomic floor mats for instructors at teaching stations
   - Small bulletin boards in each class for event posting, tutoring options, etc.
   - Garbage and Recycle bins in each classroom
   - Wall color – Not white, something neutral
   - Electric pencil sharpener in each classroom or one on each floor
   - First Aid Kits and AED on both floors
   - Printing options for students
   - Teaching station for Matt Peterson
   - Sound dampening materials between classrooms/floors
   - Phones
   - Doors with windows and that lock from inside

3.) Instructional Updates
   - Scholarship List
   - Budget – Professional Development not under Department, now under Instruction – Will be based off of need.
   - Computers under IT – Matching funds for upgrades?
   - New copier will not charge per copy
   - Course fees in accounts – spend it if you’ve got it
   - Don’t use conference service for scheduling
   - Copy direct supervisor in emails that might necessitate it (schedule change, student issues).
   - All events that are department related will be coordinated through the department. This is to minimize costs from campus services. (Richard Motion, Jim Second – Approved)

4.) Signage and/or large projects for Marketing
   - Talk to Kayla if you have any needs

5.) Online Instructors – Share Procedure
   - New procedure reviewed with Kari

6.) Performing Arts Center update
   - Kyle on committee

7.) UND Classes
- Needs to go through discipline group and more information on how transfer will work.
8.) Social Work Survey
9.) Other