Department Minutes

Date: August 21st, 2013

Attendees: Matt Peterson, Steven Grunenwald, Richard Stenberg, Kyle Norris, Lynne Raymond, Maren Furuseth, Kim Weismann, Elise Williams

1. Next department meeting is Thursday, September 19th, 3:30PM.
2. Discussion about office space and possible moves.
3. Lynne asks that we post our class schedule and office hours in outlook calendars and on office doors.
4. Contact Lynne for office supply needs.
5. Department budget discussion.
6. Class enrollment caps were discussed. Lynne asks that we double check our classrooms to make sure that class enrollment is conducive to classroom space.
7. Kim shared about CSTAND conference. She is currently the only person from a two-year college that attends. Nominated to be the NDUS representative. Shared about the benefits for going.
8. Kim shared about hosting a speech tournament at WSC. Renovation schedule of Stevens Hall is prohibitive. Recommendation was made to postpone WSC’s involvement until renovation is completed. The department supports future involvement.
9. Japanese students arriving September 4th. Two full-semester students will be arriving this Friday.
10. Department retreat discussed. Taking one day to do vision and planning. Looking at a Friday in October.
12. Meeting adjourned about 10PM.

Recorder: SG