Arts and Human Sciences Department Minutes

Date: Monday November 25, 2013 – 3:30pm

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

1.) There were no snacks at this meeting.

2.) Approve minutes from November 7, 2013
   - Move to approve minutes – Jim Stout
   - Seconded by Richard to approve amended minutes
   - Vote - Motion carries.

3.) Signage
   - Discussed what signage will be required during Stevens Hall renovation with Marketing – with Kayla McKeil and Jenny Wolf
   - Concern voiced for having detailed signage to aid students.
   - List in main entry of CTE Building will include names, room numbers, phone numbers, and email.
   - Lynne suggested a map for students to help assist in this transition.
   - Marketing will generate signage and posters.
   - Kim will take Kayla on walkthrough to show where everyone will be going that has an assigned space.

4.) Christmas/Holiday party
   - Elise will plan

5.) Emails for students
   - Students required to use their WSC email address in future.
   - No forwarding email to other accounts (gmail, yahoo, Hotmail).
   - Open lines of communication with students about sending to WSC address only.
   - Research of email communication is possible through use of WSC account with assistance from IT.
   - IT can help students with email setup on phones and other devices. (see Ryan or Tim, not Tony)
   - Possible holds on account for those with unclaimed accounts.

6.) AA degree requirements or MOU?
   - Discussion of setting a minimum requirement of C – can be decided by department.
   - Lower grades sometimes are not accepted for transfer degrees and changing programs sometimes creates problems in regards to grade requirements.
   - COMP 1 and 2, ASC 100/101, Speech.
   - Suggested as agenda item for next week’s meeting.

7.) Articulation Agreements
   - Articulation Agreements usually started by 4 year institutions. Will be teaching upper division classes.
- Asking for a program to come here would be considered MOU. These can be IVN or online classes.
- Criminal Justice, Social Work, Psychology – start building framework for these classes so they can possibly be implemented after renovation. These will be beneficial subject areas for the community.

8.) CJ 201 Field Trip
   - 50/50 funding - $609
   - Students looking for more CJ classes.
   - Criminal Law class – Interested individuals looking at teaching at WSC.

9.) Spain Numbers
   - 7 Students
   - Have flight information - looking for earlier return to Bismarck.
   - Waivers to be signed by students.

10.) POG Updates
    - Kim is not friends with SharePoint.

11.) COGs updated
    - Will send draft before form is created for updating online versions.
    - Program changes will need to go through curriculum.

12.) Inactive COMM 210, COMM 214, COMM 221
    - Jim moves to inactivate listed courses.
    - Seconded by Richard.
    - Vote - Motion carries.
    - Courses can be reinstated when needed or as need arises.
    - Not on GERTA.

13.) Kari statement for adjunct/requirements for adjunct faculty and dual credit.
    - Requirements for Dual Credit and Adjunct need to be the same.
    - More flexibility in hiring based on education/experience.
    - Degree concentration – credit hours in related field.
    - Reference Policy listed in minutes from May 6
    - Will be brought up at council.

14.) Working on assessment plans
    - Need to start an assessment program as a department.
    - Have a document showing how we assess our program.
    - Have AQIP 1 give us guidance on this matter.
    - Template/Rubric for program.

15.) ASC 088 – Writing Lab
    - Only community college that does not offer this course.
    - For students that didn’t get a high enough score to get into COMP 1
    - Could take along with COMP 1 as a coreq.
    - COMP will count for credit, but this course will not.
    - Better option than college writing in regards to cost by offering a 1 credit class versus a 3 credit class. More cost efficient.
- Proposal including personnel and course outline.

16.) Printer
- Request for housing printer on WSC campus.
- Concern for space required especially during renovations.
- More information on relationship to be established with owner of printer.

Recorder: Kyle Norris