Arts and Human Sciences Department Minutes: 11/7/2013

I. Old Business
   A. Motion to approve minutes 10/14/13 by Kyle, seconded by Elise, motion passed

II. New Business
   B. Katie Peterson – Program Education Plans
      1. Student Education Plans-looking to get feedback from instructors
         a. First Encounter Advisor Guide List to Discuss with Students
            i. Pre-filled classes every student needs to take
            ii. List of courses for students to choose from in each category:
                Humanities/Social Sciences, Math/Science, ASC, etc.
      2. Math/Science asked that advisors recommend they take a writing and math course during their first semester
         i. Prep courses taken the first semester and corresponding courses following the very next semester
         ii. Steve suggested we have students fill this out to take ownership
         iii. Maren suggested that subsequent semesters after initial meeting students pre-fill their own document, which they bring in to their advisor to sign off on
         iv. Kim requested fillable PDF version
         v. Katie would like to do training this Spring and implement Fall 2014
         vi. Kim requested statement on eligibility for athletes
         vii. Additionally, advisors should have an exhaustive list of specific eligibility requirements

C. Summer class schedule
   1. No econ this summer as a means to increase fall enrollment

D. Christmas/Holiday Party
   1. Majority says too stressful
   2. Elise still wants a party!

E. Gen Ed Council Report
   1. Lynne reported that the plan has been tabled because inconclusive agreement on assessment of competencies
      a. Questions that arose
         i. How to assess?
         ii. Transfer out of state?

F. Program Outcomes
   1. AQIP 1 talked about getting rid of program outcomes for AA/AS; thus, courses would only use institutional outcomes
2. Steve questions this as there should be more of a difference between AA and AS degrees

3. Elise moved to delete program outcomes for AA and replace them with institutional outcomes, Steven seconded, and the motion passed

G. Program Reviews-new rubric

1. Matt will bring back suggestion of adding verbs under the number headings.

H. Social Work-Steve

1. Steve is exploring a Social Work pathway with Minot State. We need to decide if we are on board after speaking with Linda and Wanda. The pathway needs to be supported from the top, before we contemplate initiating a pathway. Kim is going to take the idea to instructional cabinet for their feedback.

I. Writing Lab

1. Donna wants to start the writing lab within the next week. She would like to visit classes in order to get her face out there to the students. Email Kim if you’d like her to visit your classes.

J. Grades on Required courses

1. There are 4 classes that are required on our campus: Speech, Comp 1, Comp 2/Professional Writing, and College Strategies/Transitions. Kim suggests they need to obtain a C or higher for it to count towards graduation.

2. Elise is taking to curriculum for further discussion.