Arts and Human Sciences Department Meeting
Minutes – October 6, 2014


1.) Approve Minutes from 9/8/2014
   a. Motion to approve by Steve Grunenwald.
   b. Second by Lynne Raymond
   c. Motion carries

2.) Approve Minutes from 9/22/2014
   a. Motion to approve by Steve Grunenwald.
   b. Second by Lynne Raymond
   c. Motion carries

3.) Art Position Update
   a. Committee has invited a candidate for art position to visit campus on October 13th, 2014.
   b. Candidate will present a teaching demonstration and meet with committee members.
   c. With committee approval, candidate will meet with Dr. Nadolny the morning of October 14th, 2014.

4.) Spanish Instructor for Spring
   a. Waiting for materials from potential instructors.

5.) Paralegal program
   a. Paralegal assistant in the business department.

6.) AA Update
   a. Must be completed by December 1st, 2014.
   b. Department members to review materials before next meeting.

7.) 2016 Trip – Machu Picchu
   a. Maren Furuseth leading trip
   b. Countries visited include Peru, Ecuador, and the Galapagos Islands.
   c. Called 8 companies. Can fly out of Williston for $60 more than Bismarck. Helps avoid travel issues associated with driving to Bismarck. Best deal is currently $5568.
   d. Chaperone ratio is 10/1
   e. 11 day trip
   f. Must commit by Nov 1st, 2015

8.) State IVN room – one of large classrooms
   a. Requested that small classrooms are not IVN rooms.
   b. Requested large room as state IVN room.

9.) Top 10 Programs
   a. Department members do not feel comfortable making this decision.
   b. Keep AA program
10.) Teton Tribune
   a. Any information you want to have included should be sent to Kim.
   b. Kim will forward to Jenny.

11.) ASC 087 cut off scores
   a. Wanda is pursuing 2 sections of ASC 087. Wants WSC faculty to go teach sections at the high school.
   b. Has the opportunity to teach been offered to teachers at the high school?
   c. Department members with full schedules unavailable to teach?
   d. If we had the resources it would be a good idea.
   e. Would instructor need masters to teach?

12.) Computer Status (over 3 years old)
   a. Steve’s new computer is a work in progress.
   b. Lynne has Elises’s old computer that has been damaged.
   c. Lynne would take Steve’s old computer if his is ever delivered.
   d. Angie has insurance on all new computers.

13.) Counselor Space
   a. Looking for a larger space to facilitate a group setting.
   c. Luanna’s office could be an option if she does not return.
   d. Noise and privacy issues upstairs.

14.) Faculty Council Meeting Attendance
   a. Help get everyone to meetings, anyone 50% teaching is required to attend.

15.) Requested ads for adjuncts in Soc, Religion, English, and Phil

16.) Incident Reports for absences
   a. Fill out reports (Heather Emailed this Form) and send to Cassy so it can be forwarded to the appropriate recipients.
   b. Submit on students with excessive absences.

17.) No more using S and N doors
   a. North and South doors at the CTE building can now be used. These doors have been fixed.

18.) Other
   a. Steve headed to GenEd Summit.
   b. Curriculum – Kaylyn running reports to find registration errors.
   c. Toner for AHS printer has been ordered by Ryan.
   d. Instructors, please announce people’s law school in classes.