Members present: Lynne Raymond, Matt Peterson, Kyle Norris, Steve Grunenwald, Richard Stenberg, Kim Weismann

1. Matt moved to approve the October 6, 2014 minutes. Steve seconded. Motion carried.

2. Art position update—interviewed another individual last week and have one immediately following this meeting. We hope to bring at least one of them on campus after that.

3. Spanish instructor for spring—still do not have anyone who has submitted their materials.

4. Communication rubric—Kim asked that everyone look at it and give feedback. Initial feedback was that # 3 and 4 could be combined and #6 & 7 could be combined.

5. Diversity rubric—Kim asked that everyone look at it and give feedback.

6. Paralegal program—Curriculum Committee is researching to see if there is a need for this.

7. AA update—On November 3 we will work on this from 2-4.

8. Teton Tribune—Kim reminded everyone that if you have anything to put in, send it to Kim before Friday(s).

9. Tuition report—Kim will send out

10. North and south doors—please be very careful when using these doors. Once again the doors are not being locked and closed tightly. This poses a security issue.

11. Social work—Minot State would like to come and have some meetings with students and the faculty. They are looking at November 10th.

12. Returning student registration—We will have one returning student registration time on December 3rd from 2-4. Advisors are being asked to be available in their offices so students can come visit them there. Also, we are going to have a spot in each building for students to get help enrolling.

13. New student registration—We will have three dates Nov 3 and December 11 will be from 4-6pm. On the day before the spring semester begins (Jan 12) we will have a normal session (9-1).
14. Written Comm. Proficiency—Steve would like everyone all to look at what was done by a small group at the General Education.

15. Kyle asked if we will support him going to NDMEA in Bismarck in March. This is a good way to recruit students. The department had consensus that we would support him attending.

16. Some department members would like to find out more about how classes are chosen for the ND Core survey. Kim will ask Tara how we can decide this information.

17. The situation with President Nadolny: department members requested that we find out when the investigation team will be here and see why we have not received the letter. Kim said she would ask Interim President Meyer.