Health & Wellness Department Meeting  
Thursday, April 24, 2014  
HSSC 168

Present: Bob Benson (Chair), Wendy McGinley (Recorder), Kim Weismann, Tami Solberg, Kari Lesmeister; Rhoda Owens (Minot via phone)

Bob Benson called the meeting to order at 9:00 am.

Kim Weismann moved to approve the minutes from February 20, 2014. Wendy McGinley seconded. Motion carried.

Old Business:

Allied Health Program Updates
- Doing a joint HIM program with DCB not working out as anticipated as each program requires separate certification; DLB has been approved; WSC will need to seek certification
- Medical Billing and Coding – changing title to Medical Coding
- No Medical Transcription
- Certificate of Completion for “editor” of medical transcriptions
- No full-time faculty handling classes in this area; looking at 2 adjunct faculty (1 out of Billings and 1 out of Bismarck)

Health & Wellness Building
- Bob Benson reports not hearing anything new in the last month
- UND, and possibly NDSCS, would like to send some classes; will depend on legislation

Pharmacology for Allied Health & Medical Terminology
- Pharmacology for Allied Health approved through curriculum; need to see who could/would teach it; PHRM 137 Pharmacology for Business is not appropriate for those seeking degree in massage therapy; discussed whether Wendy McGinley could teach it and/or incorporate information into existing class; will continue to work on how to offer this course to massage therapy program
- Medical Terminology is required for massage students and Christine Christensen had developed a program for these students (not same course as required by transcriptionists); discussed self-study course with proctored exam at completion of course; will continue to work on how to offer this course to massage therapy program

Student Portfolios
- Bob Benson reported that e-portfolios will start being developed in the college strategies/transition course; Kim Weismann and Ken Quamme will attend meeting in Washington to learn more about how these portfolios work; begin in classes taught by benefitted faculty members first before it rolls out to other courses

Advisory Committees
- Reminder that a second meeting needs to be conducted with advisory committees and those minutes and current board member lists need to be submitted to Audrey

State Fleet Vehicles
- Each faculty member is supposed to receive their own gas card for use with state fleet vehicles
- Send copy of driver’s license to Bob Benson
• Need to attend a defensive driving course

**New Business:**

**Course Title Change**
• MHA from Internship (3 credits) to Capstone (2 credits)
• Bob Benson motioned to accept change. Tami Solberg seconded. Motion carried.
• Bob Benson will let Neil Westergaard know and will also take information back to Curriculum

**New Senate Representative**
• New rep needed to replace Christine Christensen
• Kari Lesmeister volunteered. Unanimous vote for approve.

**Inventory**
• Link sent out to record inventory in your area; get it done.
• Don’t forget about the items in storage

**Scholarships**
• Bob Benson reported that financial aid and the foundation would like to offer scholarships to academic areas of study
• Up to $30,000 for each department
• Bob Benson to meet with Cassy Rugruden, financial aid, to see how to proceed

**Committee Reports**
• Faculty Senate – Council meeting tomorrow; Senate may not need to meet again this school year
• Staff Senate – no report
• Curriculum – Bob Benson reported that the auto/diesel programs are looking into changing to transportation program and address multiple areas of need (small>large vehicles, diesel>natural gas vehicles; Bob Benson also reported that UND is trying to combine Comp II and Professional Writing into one class, will wait and see what happens there
• Diversity – Kim Weismann reported that on May 5th the students will be conducting a cultural event in the Well; music, food, trivia, art from a variety of cultures will be on display
• Faculty Ranking & Tenure – waiting for final approval at State level on the recommendations from committee

There being no further business meeting was adjourned at 9:50 am.

Respectfully Submitted,

Wendy McGinley, Recorder