

## **Arts and Human Sciences Minutes – November 7<sup>th</sup>, 2016**

Department Members attending – Kim Weismann, Steve Grunenwald, Matt Peterson, Lynne Raymond, Richard Stenberg, James Stout, Lino Azevedo, Kirby Lund, and Kyle Norris

Also in attendance – Dr. John Miller

Shannon and Amanda are excused due to other meetings

- 1.) Approve Minutes from 11/30/15
  - a. Motion – James Stout
  - b. Second – Lynne Raymond
  - c. Motion Carries
- 2.) Approve minutes from 4/18/16
  - a. Motion – James Stout
  - b. Second – Lynne Raymond
  - c. Motion Carries
- 3.) Approve minutes from 9/26/16
  - a. Motion – James Stout
  - b. Second – Lynne Raymond
  - c. Motion Carries
- 4.) Approve minutes from 10/24/16
  - a. Motion – James Stout (approved with revisions)
  - b. Second – Lynne Raymond
  - c. Motion Carries
- 5.) Undergraduate Teaching Assistants (COMM, UNIV, ENGL, COMM Lab)
  - a. Dr. Miller will research the possibility and talk with provost.
  - b. Department members are concerned that we might not have students to staff the COMM Lab. TA would provide opportunities for students.
- 6.) Advising Application
  - a. Will focus on first semester/first year students.
  - b. Advising will still be required and will still be included in faculty contracts.
  - c. The advisor position is a work in progress. This has been through 4-5 revisions. Dr. Miller is scheduled to talk with other departments about this.
  - d. Working on upcoming advising schedule. Planning to schedule advising dates early (before beginning of the year) and will discuss timing for advising dates.
  - e. Where is the money for this position coming from? Increased tuition due to enrollment and FTE will help fund.
  - f. Assess this position by looking at our student completion.
  - g. Will not use general funds to staff a specific athletic advisor.
- 7.) Positions
  - a. No new positions with the expansion of the scholarship into Montana.
  - b. Foundation target is 100 scholarships extending enrollment to roughly 1200.
- 8.) Kim's conference

- a. Kim out of town Wednesday through Sunday.
- 9.) Department T-Shirt
  - a. Idea was presented to purchase shirts from bookstore and have embroidered.
  - b. Kim will research how this can be funded.
- 10.) EdRock
  - a. Low fee alternative to other placement tests.
  - b. Not to replace writing prep classes.
  - c. Kirby has tentatively agreed to go but the department representative could change.
- 11.) GenEd Council
  - a. Steve was in Devils Lake with roughly 25 other members – breakout sessions, brainstorming. Create a resource tied to Leap outcomes, possibly a website.
  - b. 403.7 – Revision went to academic affairs council.
- 12.) Committee Updates
  - a. No updates

### Miscellaneous

- November 23, 2016
  - o No instruction this day.
  - o Dr. Miller presented a tentative schedule that would include 2 hours of portfolio/rubric discussion.
  - o AQIP / Strategic Planning
    - Information will be worked into our December meeting, will not require full AQIP groups.
  - o Hoping to finish around 1:30pm
- Thanksgiving for students not able to go home over break
  - o Contribute food as you like, please talk with Kim as she is keeping a spreadsheet of what different individuals are bringing.
  - o Some have been donating cash to purchase anything that is still needed.
  - o If you are in town, feel free to stop by but let Kim know so they can plan accordingly.