

Attendants:

1. Kim Weismann
  2. Matt Peterson
  3. Kyle Norris
  4. Richard Stenberg
  5. Lynne Raymond
  6. Kirby Lund
  7. Jim Stout
  8. Steve Grunenwald
  9. Shannon Dunnuck
  10. Lino Azevedo
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1. Approve minutes from 4/3/17
  - a. Peterson moves to approve; Azevedo seconds; motion passes.
2. Mayville State University visitors (Andi and Alissa)
  - a. Andi is the education department chair from Mayville State University (MaSU).
  - b. They want to meet and touch base on some of the IVN classes and make face-to-face relationships instead of only online communication.
  - c. What's happening at MaSU?
    - i. Education programs
      1. We've been working hard for the past six months to revamp and revise our elementary and early childhood education programs.
      2. We need to ask, "What do students need?" They need lessons in classroom modification, special needs students, etc.
      3. We rolled Children's Literature into several other courses in order to integrate them more fully into the other education courses, leaving three credits of extra for some specializations.
    - ii. Methods courses
      1. Students were coming two nights a week for methods courses, but now this class will be more of a hybrid.
      2. There are more primary faculty on those courses now.
    - iii. Hired two new faculty
      1. Math specialist from Texas, Dr. Pam Johnson
      2. To help with reading course, Dr. Cindy Greg
    - iv. Stout asks about Children's Literature being moved up to the 300-level. Is our Math for Elementary going to lose numbers at WSC? Will our Children's Literature lose numbers?
      1. Andi explains that no, numbers shouldn't be lost.

2. Stout asks, will Lance Olson and Stout have to change things to more closely match MaSU's?
  3. Andi explains that the course objectives of Children's Literature has been infused into the other classes, so that same course objectives are there—and numbers should not be affected.
  4. Alissa notes that MATH 277 is universal for a lot of programs, but it's not considered a methods course—it will not be changing at MaSU. MATH 307 used to be taught by the Math department, but now it is absorbed into the Education department.
  5. We're taking core components of Children's Literature—they'll take Children's Literature at Williston State, then they'll take Reading in the content area, and no problems are foreseen.
    - a. This is actually helping students get a better licensure.
  6. Stout has just found out about the new licensing procedures—do students need to take Children's Literature *and* Young Adult Literature?
    - a. Andi—the program standards are being rewritten in June (English, Math, etc.), but I think they're writing the first week of June—so there could be more changes.
- d. Explanation of “2017-2018 Recommendations for Advising WSC Students Planning to Transfer to MaSu BSED Programs”
- i. There will now be one science methods course, but our students will still need three additional courses (at least two must contain a lab). We'd strongly encourage trying to spread out these science courses in advising.
  - ii. COMM 216: Intercultural Communication
    1. Stout asks, “Will this class count for licensure for the diversity/intercultural relations?”
      - a. No, but it does count toward GEOG 103 classes [I missed this point.]for program admittance.
      - b. This is no longer a class required for admission—it is a requirement for graduation from MaSU.
- e. “How prepared are our WSC students when they come to MaSU? How are our students' Praxis test scores?”
- i. Andi says that they could dig down and find some statistics on that.
- f. Stenberg asks, “Does this mean that students physically have to come to the MaSU campus, or can students still stay in Williston while earning a four-year degree?”
- i. Andi—Yes, this is a distance education program.
  - ii. Alissa—If we've been strategic with Williston State classes, distance education is not a problem whatsoever. MaSU has been very accommodating with students and what classes those students need.

3. Blackboard training
  - a. Please log into Blackboard now and play around in the course shells to familiarize yourself with this new LMS.
  - b. There will be no time during the in-service schedule to do this training.
  - c. There are still specialized training sessions going on in the mornings, those sessions are being recorded and are accessible via weblinks, and there are also Q&A sessions with Ryan Avery and Kim Wray some afternoons.
4. Rubrics for ePortfolio
  - a. Grunenwald met with Weismann about the written communication rubric, but between “Written” and “Oral” communication, there are specific differences. In Grunenwald’s mind, he had some recommendations for the “Written” communication to make things closer to the LEAP communication rubric.
  - b. Could we have two operating rubrics to use during assessment of those ePortfolios?
    - i. If we had one for Written and one for Oral communication, do we also need one for Visual communication?
  - c. This might need to be an ongoing communication among the department members, because we are the ones who need to determine what effective communication means for the ePortfolio rubrics.
5. Academic calendar
  - a. We’ve been working to get more time and reviewing done on the academic calendars in the future.
    - i. As we begin each semester, we’ll likely get two weeks before we need to have a first draft of the schedule for the upcoming semester.
  - b. In the fall, we’ll be creating the spring and summer schedule.
  - c. In December, we’ll be requested to create the fall schedule.
  - d. The release of the schedule for students won’t change.
6. In-service
  - a. In-service for fall will be extremely full.
  - b. We will need to be back the Monday before in the fall.
  - c. Lots of training for reporting, Title IX, program review, and more.
  - d. **Fall syllabi must reviewed and corrected to be turned in to Caitlin by August 21.**
7. Supplies for next year
  - a. Please let Kim know as soon as possible for any supplies that we need for next fall.
  - b. Pens, colored paper, flash drives, pencils, etc.
8. ePortfolios
  - a. Please make sure that your students are writing out their ePortfolios.
9. Summer and fall courses
  - a. Two stapled packets were passed around with the summer and fall schedules. All department members were to check their courses for accuracy.
10. Committee updates

- a. Curriculum meets this afternoon.
  - b. Senate
    - i. Code of Conduct has been revised.
    - ii. Discrimination policy needs approval from Faculty Council.
    - iii. Incomplete procedure change for Math Prep classes.
    - iv. Met with Dr. Miller last week to get his ideas of the role of president of the college.
    - v. Point of sale system for the bookstore 2018 Spring or 2018-2019 academic year.
    - vi. Campus masterplan
      1. No performing arts building
      2. Moratorium—we cannot build anything, pave a parking lot—anything.
    - vii. Safety on campus (numbering the doors for emergency situations)
      1. Active shooter situations
      2. First aid/AED training
        - a. Mental health first aid training with Leah Hoffman?
        - b. If enough people enroll, maybe a weekend training session
  - c. Donut-Palooza on Friday, May 28.
11. Stenberg explains the Fur Trade Symposium
- a. Participants earn a college credit.
  - b. Weismann notes that they will still have to pay for the class fee.
  - c. Advertising needs to be run past Jenny Wolf.
12. This is our last department meeting for the semester, but we will have a department breakfast on Wednesday, May 10 at the Courthouse Café downtown.