

3:30 P.M.

In attendance:

Matt Peterson	Richard Stenberg
Jim Stout	Lynne Raymond
Amanda Piesik	Kirby Lund
Kim Weismann	Lino Azevedo
Steve Grunenwald	Shannon Dunnuck

1. Approve minutes of August 29, 2016
  - a. **Matt motions to approve minutes; Jim seconds. *Passed.***
2. AA program review
  - a. Steve has questions about the mission statement.
    - i. Is this a department or degree review?
    - ii. There's no way to evaluate and document the learning outcomes in the AA degree.
    - iii. The closest thing would be the ePortfolio, but it would be a mess to figure it all out.
      1. This would need to be conducted on a student-by-student basis.
    - iv. "Students were low in citations."
      1. Do we need to explain that a little bit?
        - a. We could cite the communication ILO rubric, Jim says.
      2. What's the connection between that and TurnItIn?
        - a. It was an attempt at solving the citation weakness so that those problems could show up before the students sent them in for grading.
    - v. If we don't pre-test our students, how do we know that they're improving?
      1. Can we say that they have improved, or are they closer to such-and-such benchmark?
      2. The ILO is higher this year than the previous year, Jim says. If we go back to the pre-test thing, would Richard test for history skills or Lynne test for psychology skills? If Year 2 has a better score than Year 1, our students did better, but we cannot ascribe that it's our efforts that make them succeed.
      3. Is it important to know where they got it *from*, or that they got it? Matt asks.
      4. You couldn't determine where, but *when* they improved? Steve asks. I just don't know what it means when it says our scores have improved slightly.

5. Maybe we need to work toward an action point of creating objective benchmarks in the completion of barrier classes.
      - vi. Is this still true? “Students often postpone their education because they can make good money in the community.”
        1. Probably so, but not as much as three years ago, Matt says.
      - vii. What’s the connection between increased enrollment and updating SEPs?
        1. It makes advising easier.
      - viii. “Professional development is needed for all full-time instructors.”
        1. It’s just a general statement, Kim says, but we don’t usually have the budget to send full-time instructors to local, state, and national conferences.
    - b. Kyle Norris hasn’t made any changes for AA program review for the music department.
3. Timely grading and feedback
  - a. We need to make sure that we’re providing students with timely feedback.
  - b. Without it, students may not improve by the next major assignment.
4. Department t-shirts
  - a. Screen-printing or embroidered? Richard asks.
  - b. Screen-printing will be faster and cheaper.
5. Midterm grade reports
  - a. Dr. Miller is throwing around the idea of doing midterm grade reports.
    - i. The issue is that instructors have a hard enough time putting in grades on Campus Connection at the end of the semester.
    - ii. Why would we want to formalize something that students can already see on Moodle?
    - iii. We have about 40 years of data showing that it doesn’t work.
    - iv. Students sometimes think they’re doing well, and then they coast through the end of the semester, Richard says.
  - b. Probation letters
    - i. Letters go out to students, but there might be more of a process necessary.
    - ii. This goes out after final grades are submitted.
    - iii. If they are on academic probation, is there a way to put a hold on their accounts so they *must* meet with their advisor?
6. Advising discussion
  - a. Dr. Miller is working on changes to advising, so we’ll know more in the next couple of weeks.
  - b. Miller wants people to apply to be advisors, meaning that people will be more devoted to advising students.
7. Because of UND, we need to discuss a pornography filter on our computer system.
  - a. Kim has already said that our department supports the addition of this web filter.

8. ELL consultant
  - a. Family night or culture night
  - b. Collaborating with the Adult Learning Center?
    - i. Jim has done a field trip around campus, and Lino took his classes around campus, too.
    - ii. Kirby and Steve have walked students to the Adult Learning Center for ELL help and Disability Support Service meetings.
    - iii. Lynne is using anchor words in her psychology classes.
    - iv. Kirby is using sentence framing in writing assignments.
9. Taste of Cultures in October
  - a. Amanda asks how much is necessary.
  - b. We probably need to do a little more planning with the ELL students to know more about what they plan on cooking for this event.
10. Undergrad teaching assistants
  - a. It's like being an SI, but more like a teaching assistant who attends each class.
  - b. It would be more like an internship—or perhaps a scholarship? Jim asks.
  - c. It would be a good opportunity for students who are going into teaching.
  - d. If we waive the credit fee and make it a one-credit internship sold on experience, that would be a better idea.
    - i. Maximizes long-term benefits via experience.
  - e. The student mentors have been great for College Strategies.
11. Art course deletion
  - a. Printmaking
    - i. We added Printmaking for Justin, but now that Justin is gone, Lino doesn't have much use for it (besides Drawing).
  - b. Drawing II
    - i. Student enrollment drops off after Drawing I.
    - ii. Drawing I and Drawing II offered in the same class is chaos.
    - iii. Discussion about adding studio hours.
      1. Lino could require hours outside of class.
      2. Students would have to keep a log of worktime.
    - iv. **Jim motions to delete Printmaking; Richard seconds. *Passed.***
12. 2017 Spring course schedule
  - a. Please point out any errors in the schedule by tomorrow, 9/27/2016.
13. Teton Activity Board
  - a. This is now two separate entities—Student Senate and Teton Activity Board.
    - i. Discussion about offering one half-credit per semester in being on the Teton Activity Board.

- ii. Most of the department thought that this was one entity—not two—but we've offered Karissa the opportunity to come to the next department meeting and explain further.

**14.** Jim says that he volunteers to be on the emergency response team.

- a. What is it? A group of local people to react to emergency situations.

**15.** Lynne says that there are a lot of students who are dealing with death.

- a. Leah Hoffman has a plan set up for student counseling, but she can also refer students to other counseling services.
- b. There's a day camp on death, dying, and grieving that Shannon can provide information for.

**16.** Richard's announcements

- a. Thanks for getting the word out on Constitution Day.
- b. We're looking at October 3 and October 10 for historic baseball games.
  - i. Lynne said she would provide popcorn.
  - ii. Kim can't show up because of an observation for a night class.
- c. Tuesday, October 25—another historical event about Buffalo Bill Cody.
  - i. Location is an issue.
    - 1. Perhaps a room at the ARC—call Megan Theis for more information about scheduling and reserving a room.