

Health & Wellness Department  
Meeting Minutes  
October 20, 2014 · 4:00 pm  
HSSC 180

Members Present: Bob Benson (Chair), Wendy McGinley (Recorder), Janet Johnson, Tami Solberg, Kim Weismann, Shawn Cote, Mandy Dewerd. Rhoda Owens, Becky Brodell, and Jamie Hammer via IVN at Minot site.

Bob called the meeting to order at 4:00 pm.

Approval of Minutes from August 2014 meeting. Janet motion to approve, Wendy seconded. Motion carried.

**Old Business:**

Stevens Hall Renovation move back

- Still up in the air as to when faculty/staff will be able to move (Nov/Dec)
- Business office will be going to the CTE building so a remodel needs to be done in that building before the business office can move, which pushes back Tami and Wendy moving back into their offices

**New Business:**

Spring/Summer Schedule

- Spring schedule is out today. Encourage students to register early.
- Start looking at summer schedule, what you want to offer/times/etc.

Course Evaluations

- Senate is asking that 2 course evaluations be completed this semester (1 at mid-term and 1 at the end of the semester).
- Deadline for the mid-term evaluation to be completed is this Friday, October 24<sup>th</sup>. Encourage students to complete this evaluation.
- Nursing had concerns
  - They already do their own course and instructor evaluations and with the way they teach the program there can be multiple instructors for each course so hard to know which instructor the student is evaluating. Kim to take this concern back to Derek and Senate.

#### WHS Health class tours on Wednesday

- WHS will be bringing in two different classes for a tour of the campus and to meet with various health-related departments

#### Medical Coding

- Not offered at this time, but there's a need for more coders
- Looking into who would teach the program, promote the program

#### Computer replacements

- Computers are on a 3-year replacement schedule. Let Bob know if you think you are due for a new computer.
- Becky and Rhoda state they may be due for computers. Shawn will wait until next year.

#### Faculty Classroom Observations

- Neil Westergaard is completing these evaluations.
- Most faculty are now on a 3-year rotation for classroom observations.

#### Advisory Board Meetings

- Nursing has had their Minot meeting already and the New Town site is having theirs on October 29<sup>th</sup>.
- The nursing and massage therapy programs at WSC are having a joint advisory board meeting on November 4<sup>th</sup> with Matt Grimshaw being the guest speaker.

#### Committee Reports

- Faculty Senate
  - Working on separating out policies and procedures. Will address handbook at a later date.
- Staff Senate
  - Nothing to report at this time. Will check with Katie Peterson to see if there is a need for another faculty/instructional rep on staff senate.
- Curriculum Committee
  - Nursing program has had some changes – not requiring chemistry as a pre-req.
- Diversity Committee
  - Snack of Cultures to be held the week of Oct 27<sup>th</sup> to introduce staff to different cultural treats. First culture to be tasted in Japan.
- Faculty Ranking & Tenure
  - One faculty member is eligible for tenure

#### Flu Vaccinations

- Friendly reminder to get one if you haven't done so already

**Miscellaneous**

- Bob reported that at the General Education Council meeting that they wrote “proficiency statements” that are now going to be required of school to incorporate into their outcomes for students. They are regarding: written and oral communication, critical thinking, breadth of knowledge. These statements are waiting for feedback and will work their way up the chain.

**Next Meeting**

- Not scheduled at this time

Respectfully Submitted,

*Wendy McGinley, Recorder*