Department Meeting Agenda Meeting
October 16, 2023 (Final Update on October 30, 2023)
Provided by Ryan Freels


1. Approval of minutes from October 2

Sarah recorded the minutes of the last meeting. Minor corrections were suggested and made. Minutes on General Education receive revisions. Sarah makes revisions. Steve moves to approve minutes, and Katie seconds. Everyone approves.

2. Kirby working remotely October 19, off campus October 26-27

Kirby offers context for why he is working remotely.

3. Upcoming schedules (Spring 24, Summer 24, Fall 24)

We only need to look at our schedules. We need to check and approve or change our schedule so that it is approved of within the week (10/19/23).

A new possible requirement is that schedules will now be planned a year in advance. Fall 2024 schedule needed by November 20th.

4. Class caps clarification

Kirby read Dr. Atallah’s explanation for class caps. Kirby explains inconsistency in caps and need for standardized caps.

Sarah suggests meeting with Dr. Atallah.

We discuss different issues with standardized caps across different courses, including instructor and student work.

Steve suggests looking at examples from other schools in the state.

Logan asks if North Dakota has laws against unions. Richard gives historical and legal context as to why North Dakota’s universities do not use union.

5. MUSC 100, course change form for Curriculum

Katie motions to approve, and Logan seconds. We all say “Aye”. The motion is approved.

Matt suggests some minor changes. Kirby answers that the changes will be made.

Logan gives an overview of MUSC 100 COG, and changes he is making.
Course Outcomes are discussed. Logan makes changes to his list of Course Outcomes.

Katie motions to approve MUSC COG changes, and Sarah seconds the motion. We all say “Aye”. The motion is approved.

6. **Program update, second draft.**

Matt moves to approve Art COG changes, and Katies seconds the motion. We all say “Aye”. The motion is approved.

**Art Needs?**

Sarah suggests changes to art studio classroom, based on health and safety concerns for students. Dr. Attallah approved safety containers for flammable materials.

**Music Needs?**

Logan addresses need to provide new shelving for instruments.

Program updates due on December 1st.

7. **Academic Discipline Group meeting, October 18 @ 1:00 PM (Representative needed for meeting).**

Richard will be the representative.

8. **Updates and Additional Topics**

Meetings for different groups are coming soon!

Committee and senate meetings discussed.

More COG and cap discussion.

Ryan is the advisor for Diversity Club.

Interviews for HR beginning this week.

Title IX committee has not yet met.

Discussion on committee formations and assigning people to committees.

We discuss past and future meetings with Higher Learning Commission. Katie suggests discussion with Attallah concerning once groups are formed.

9. **Meeting Adjourned**