Williston State College
Minutes from Math & Sciences Department Meeting
Wednesday, August 17th, 2022, 4:06 PM, Stevens SC 202

Present: Derek VanderMolen (Chair), Diane Anderson, Amanda Davis, Matt Singer, Susan Zimmerman, Faye Krogen, Hussain Alibrahim

Derek called the meeting to order at 4:06 PM.

Minutes Updated and Approval from April 20, 2022

AGENDA ITEMS

1) Curriculum brought forward 12 credits versus 6 credits earned through co-operative learning
   a. We recommend the transfer credits stay 6 credits and non-transfer credits stay 12 credits.

2) For student clubs/organizations we should not have a separate fund; all funds should be held by WSC account. This will be best for auditing.

3) Expense reimbursement must be requested 30 calendar days after the purchase, else the finance department will deny the reimbursement.

4) The department has new Purchase card and all purchases must be made from the department chair for department usage.

5) Fall 2023 the Math & Sciences department will need a new representative on Faculty Senate.

6) Instructional Supply request covers pens, markers, highlighters, etc.

7) Discuss overload pay with Derek and submit hours.

8) Susan’s needs fish from Handy Andy’s

9) Institutional Review Board (IRB) needs a volunteer, Matt has agreed to do this for our department.

10) There are still $3000 in Open Education Resources (OER) funds available for request.

11) Adjuncts observations will be divided up this spring.

ADJOURNMENT: Business concluded at 4:55 PM.