

**Williston State College**  
**Minutes from Math & Sciences Department Meeting**  
**Wednesday, March 1<sup>st</sup>, 2023, 5:00 PM, Science Center 202**

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

Derek called the meeting to order at 5:00 PM. Last meeting's minutes were reviewed, edited, and discussed. The file date was corrected and Diane was present.

**AGENDA ITEMS**

- 1) Katie Wenke gave an overview of Blackboard Ultra. It appears easier to navigate. All courses will be converted into Ultra over the summer. Matt will be the representative from our department for Distance Learning Committee.
- 2) Thank you card was sent to the Foundation for the money raised on Giving Day.
- 3) Geology adjunct position is now open for applicants. The position is listed as 'until filled'; but should 'close' on March 31<sup>st</sup>.
- 4) Full time Computer Science Instructor position is now open for applicants. The position is listed as 'until filled'; but should 'close' on April 1<sup>st</sup>.
- 5) Dual Credit Instructors should be evaluated by April 15<sup>th</sup>. Travel may be difficult due to weather, so this date is a preference, but not a hard deadline. Turn evaluations in to Derek.
- 6) Suggestion for Giving Day funds to purchase a new ice machine for the biology lab.
- 7) Professional Development money needs to be used by June. Quality Matters training is available online.
- 8) Susan gave an update on the responses from the special faculty committee questions to the president.
- 9) Student tours in our department will use Derek as a point of contact. Matt, Susan, Hussain and Amanda will serve as a point of contact for our fields.
- 10) Textbooks requisitions for fall must be submitted by March 15<sup>th</sup>. Please complete them soon.
- 11)

**ADJOURNMENT: Business concluded at 6:05 PM.**