Williston State College
Minutes from Math & Sciences Department Meeting
Wednesday, April 5\textsuperscript{th}, 2023, 5:00 PM, Science Center 202

\textbf{Present:} Derek VanderMolen (Chair), Susan Zimmerman, Amanda Davis, Matt Singer, Faye Krogen, Diane Anderson, Wanda Meyer

Derek called the meeting to order at 5:06 PM. Last meeting’s minutes were reviewed, and discussed.

\textbf{AGENDA ITEMS}

1) Katie Wenke requested that IVN instructors have Fall class links set up. Keep her in the loop for all distance courses. Get courses cleaned up before having course copied to Bb Ultra.

2) Instructional Cabinet would like a list of all committees of which faculty are members.

3) Send Derek your degree and what courses you are qualified to teach.

4) Derek’s Faculty Senate term ends this year. Matt Singer volunteered to replace Derek, Amanda made a motion to elect Matt, Wanda seconded. Motion carried on a unanimous vote.

5) Faculty Senate Vice President and Faculty Senate Recorder have been elected for next year. There is a need for a Faculty Senate President.

6) Biology Ice Machine was removed, and we are looking at getting another Ice Machine. Derek and Susan will look around for an appropriate purchase.

7) Math & Sciences should find ways to spend the funds in our 25104 account over the next five to ten years.

8) Dual credit evaluations are due as soon as you can get them done.

9) Marketing is creating fact sheets for all programs. Susan will look for the fact sheets created in the past.

10) Notify security if you plan to be on campus during off hours.

11) For the summer term, any courses with zero enrollment will be removed from the schedule on May 1\textsuperscript{st}. The final decisions about offerings will be made May 20\textsuperscript{th}.

\textbf{ADJOURNMENT:} Business concluded at 5:56 PM.