Members present:
☐ Maren Furuseth
☐ Wanda Meyer
☐ Juliana Russell
☐ Katie Wenke
☐ Kim Weismann
☐ Bob Benson
☐ Derek VanderMolen
☐ Leah Windnagle
☐ Remi Hermann

Started-8:03am

Agenda

1. Review minutes from 2.16.23 meeting
2. VPAA duties divided (points of contact)-always include both in meetings (if possible) and information
   a. Maren
      i. Inventory
      ii. Advising contracts
      iii. 2+2, consortium
      iv. CTE evals
      v. Budgeting approvals
      vi. Professional development dollars
   b. Wanda
      i. Dual credit + evals
      ii. Scheduling
      iii. HLC
      iv. IPEDS
      v. Student grievance
         1. Department chairs will communicate this to the faculty
3. Faculty Observations/Non-Observations (Maren)
   a. Faculty & Staff
      i. Wanda-check on date these need to be completed for staff
      ii. Observations for full time faculty are wrapping up
      iii. Send dual credit observations to Maren
   b. Department Chairs/program coordinators/Additional Duties?
      i. Make sure everyone has a job description before moving forward
4. Advisor Contracts (Maren)
a. Meeting scheduled on the 7th to get advisors in place

5. Faculty Contracts (Maren)
a. Last week of semester
b. Return within 20 days

6. Website (Wanda)
a. Department Members
   i. Full time and what committees they belong to-please edit the Teams document with this information
b. Committee Members
c. Committee Minutes
   i. Accreditation under Institutional Effectiveness
   ii. Academic Affairs-how many years; link to NDUS & AAC
   iii. Minutes from all the groups need to be put in one place dating back to January 1, 2020-please work on collecting these and get to Derek
d. Full-time Faculty-degree posted on website (HLC compliance)
   i. All degrees or certifications, credentials, etc-department chairs gather this information-try to by March 10th
e. Organizational Chart- departments approved at WSC; make sure this matches Academic Group in Scheduling section of Campus Connection; website; Catalog; Rooms/Areas of Campus
   i. Needs clarity
f. Add new programs to catalog, website, campus connection

7. Fall 2023 Schedule (Wanda)
a. Full-time Faculty Load: 15 credits +2 (6 credits)
b. Department Chair Load: 12 credits + 2 (6 credits)
c. 3rd & final draft – March 6th; post on website March 17th; March 20th – opened up to students
d. Adjunct & Dual Credit instructors- hire now; report to NDUS due by March 20, 2023
   i. HR forms for dual credit instructors (Wanda)
      1. Juliana will send to chairs to look at

8. Dakota Nursing program (Bob)
a. Might need Wanda or Maren to help be a representative at these meetings

9. Distance Learning Committee (Katie)
a. Members are:
   i. Dr. Katie Wenke - Chair
   ii. Dr. Malini Bhargava
   iii. Dr. Matthew Singer
   iv. Kirby Lund
   v. Kyle Norris
   vi. Jessalyn Bachler
   vii. Kari Lesmeister
   viii. VP for Academic Affairs
   ix. Student Rep

10. Ultra-Course experience update (Katie)-will discuss next meeting

11. UNIV discussion (Kim)
Adjournment- 9:20 am