Arts & Human Science
Department Meeting Minutes—February 5, 2024
Members Present:
Kirby Lund, Katie Renville, Ryan Freels, Matt Peterson, Wyatt Olson, Richard Stenberg, Steve Grunenwald

Approval of 1/22 Minutes- Moved by Matt Second by Ryan, motion approved unanimously.

1. Full-time Art position posting
The group reviewed a potential posting for the open Art position. Discussion on date to close position. Thinking of having close date be the end of March. This will give us time to interview and potentially hire before the end of semester. Matt suggested that the wording on base salary be changed to be clearer so individual is aware the amount may change due to experience and education. Kirby will work with Lucas Harrison to update this. Richard suggested adding information to the document regarding the types of classes taught in art currently. Suggested maybe adding a link to the area of the website for list of offered classes. Richard also suggested adding something about the required teaching oath. Kirby will bring this with changes to Lucas Harrison to have it posted in the next couple days. Then a committee will be created for the interview portion. It was suggested we ask someone from the James Memorial to be on the committee to help build the relationship with the James back up.

2. Grid schedule (document in Teams)
Reviewed potential grid schedules to use for future scheduling. This would potentially leave most of noon hour open, so students have easy access to lunch and time to eat lunch and to create a common off time for faculty to be able to meet and or have a built-in lunch. Matt shared concern of having 1 hour and 1.25 hour classes on the same time as it can cause additional conflicts. Wyatt asked about having classes only M-Th and other options on Friday such as Labs or other activities. This has been discussed in the past but could not happen for some reason. Another concern is often students do not prefer to take 8am or 7am classes. We need to consider what time students want classes and plan to take classes. Kirby shared that based on conversations held at Instructional Cabinet Athletics believes having a grid schedule may help with scheduling. This could impact consortium classes that impact CTE. Kirby shared that talk has occurred regarding having departments talk more about when they offer classes so students can take all needed classes in a timely manner. Richard posed how this may impact Early Entry for students who attend classes while in High School at WSC. Kirby was not sure he will bring that to Dr. Atallah for clarification.

3. P-cards for Art and Music
These two areas have the biggest overheads in our department, and it can be difficult to purchase items, and they often need to purchase supplies, for instance when music needs to order music pieces. Discussion was held on having P-card for Arts and Music. Finance seems to be on board if the department chair approves P-card approval. Music has its own line item in the budget.
Richard posed the question on when we know what budgets are. Kirby believes chair would still handle budget and Music and Art faculty would work with chair to determine if budget allows for purchases. Maybe something would be put in place that requires chair approval before purchases can be made.

4. Professional development money from Foundation
For the next two years the Foundation has pledged 50,000 for faculty development. Lance Olson was one of the individuals that have helped this happen. This should assist in getting full faculty development opportunities. If there are opportunities for the department, faculty at large etc bring it forward to Dr. Atallah. About half of the 15,000 the past year went to individuals and the other to bringing in a consultant later this Spring on Feb 28-29. Katie suggested Dr. Atallah send out reminder information and potentially a calendar invite for this upcoming training done by the consultant.

5. Sophomore registration days
LeeAnn asked if there were a couple days and times, we could schedule sophomore registration days for returning students. Kirby asked for feedback on possible good days. Wyatt suggested second week of April. Steve threw out Thursday April 11- Friday April 12. Clarified this is not cancelling classes to advise but to possibly have more office hours available these days. Not sure exactly what this would look like quite yet.

6. Learning Community—Wyatt
In our update we talked about looking into AI professional development. Kirby suggests having readings that we all review and then discuss in our department meetings. Wyatt has a couple readings that may be applicable to start this discussion. He will send these out to the department, and they will be discussed at the Feb 26th department meeting. If others come up with ideas for this please bring them to Kirby.

7. Committee updates
- Curriculum meets next week. They are still looking at Digital and Financial Literacy Class with a WSC. These has been dropped down to 1 credit and the College Strategies portion is being discussed as being moved to a required orientation course.
- Digital Literacy/Financial Literacy/College Strategies
Lots of discussion on how to take what was taught in College Strategies into a required orientation course that would occur prior to students starting classes at WSC. Student Services and Athletics have been brought into this conversation.
- Program review was approved at the Accreditation team 3 and 4 meeting.
- Steve shared information from a faculty/staff senate group meeting with concerns students have had when first starting at WSC. Area covered were Admissions, Bookstore, Blackboard Support. Discussion was one how this could be communicated to appropriate departments. Dr. Hirning will work with these departments to ensure they have everything they need moving forward to help lessen these issues. Advising discussions are still being held to hire people to take on advising in the future but for now looking at spreading advising out more.
- Diversity club will have its first meeting for the semester this week. Upcoming activities will be addressed. Kirby asked about diversity week and if anything has been planned. Ryan will check with Chris Kadrmas regarding this.
8. Other
- Richard would like to put forth paperwork for Professor Emeritus for Dave Richter and Ken Quamme.
- Richard said he missed getting info regarding upcoming events on campus but that the Teton Tribune would eventually be coming back. Could faculty be added back to the student live events list. Maybe sending the info to the faculty listserv like was done in the past. Richard will check with Chris to see if we can start receiving this information.
- Richard shared that the ND Heritage center is looking at a large additional with fundraising currently occurring. Military history of ND is one of the main areas being added. If anyone knows of veterans that would have information to share, please let them know about this project. Fall of 2027 is when they are hoping to dedicate this addition.
- Work is also being done in Medora to create the Theodore Roosevelt Presidential Library.