Arts & Human Sciences Department Minutes  
October 2, 2023

Present: Kirby Lund, Wyatt Olson, Katie Wenke, Matt Peterson, Sarah Bielski, Logan Rutledge, Richard Stenberg, Ryan Freels, Steven Grunenwald

1. Approval of previous minutes. Steve moves to approve, Logan seconds, Richard calls the question. September 18 Department Meeting Minutes Approved

2. Announcements: Dr. Atallah not on Campus this week.

   Dr Atallah said we need to start documenting class caps to see if they are appropriate. Need a clarifying statement/standardization/policy. His were off (As?).

   Richard, Steve and Matt discuss established caps.
   Richard: We have been getting pressure to admit late enrollees. Suggests we stop that.
   Sarah: Art class caps are too high for the time we are allotted to cover material.
   Steve: More people in my classes equals more papers, so I would assign less.
   Sarah: New faculty are hearing we can set our own caps from other faculty. Could this be where the inconsistencies are coming from?
   Some thought no.

   Steve? Katie?:
   Some caps were maybe lower because the classroom only had that many lab stations, desks, computers, etc. at one point.
   Richard asks Kirby for a clarification about exactly what Dr. Atallah is hoping to achieve.

   Concerns: about conserving 80-% full courses until before we open the next section. (from whom?)

   Katie: Opening for online courses and then having an on campus option of the same courses open causes havoc for caps and an advising nightmare.

3. Art COGs changes discussed.
   Group helped clarify language in Art Cogs
   Logan requested to do the same for his

4. Substantive Interaction in Online Classes

   a. Following link takes one to the 5 criteria listed to create more substantive interactions in classes. We must all be working toward doing two of them.
   c. Some other example from faculty in attendance were: (weekly learning outcomes, virtual office hours, announcements)
5. Program Update discussion—any revisions needed?
   a. Logan offered some societies that we engage in outside campus for music
   b. Ryan is contemplating putting himself for Faculty Sponsor of Chair of Diversity Committee
   c. Wyatt was on committee for Classical Conversations: Classical Christian Community Home Schooling
   d. Katie brought up concerns of what advising will look like in summer. We are not on contract, so will there be enough advisors available in the summer months to do this?
   e. Logan talking back to music cogs re “with or without” musical background – course is appropriate for everyone.
   f. Section 2 number 1, should we mention what those are? (?)
   g. Some old courses, ones not taught in years, need to be deactivated and be stored with VP
   h. Will look at program update again in two weeks.

6. Committee updates
   a. Instructional Cabinet
      i. Not meeting this week
      ii. Kirby: I sent any updates I had for Instructional Cabinet to you all over email.
   b. Digital literacy
      Katie: College strategies as perhaps a 2-credit class, but an elective would have to be dropped
   c. Senate Steve/Matt
      i. Met last Monday
      ii. Senate requested that there be clarification for faculty overload policy. Highest cap is 6 credit overload (in ND)
   d. Matt and Dr. Atallah met about accreditation teams. We started accreditation with AQIP and now we have “Standard Pathway.” SP has 5 criteria, AQIP had nine. Dr. Atallah wants to align the five criteria with 4 teams. Because #3 and #4 are consolidated? Or was is #2 and #3?

   It is a struggle to staff committees because of turn over.

   e. Gen Ed Summit – Wyatt
      i. Digital literacy six recommendations
      ii. AI we should think about integrating into curriculum
      iii. Discussion of Dickinson State’s gen ed changes
      iv. Gen Ed body is writing a strong response letter against(?)

Richard gone Friday, Oct 13:
Sarah will cover his 11:00 (proctoring tests)
Katie will take 9:00am class (proctoring tests)

General Conversation about Field Trips for New Faculty:
Can go on weekends, can be required, but not if semester has started. Student Life, Presidents Choice (?), Foundation Director, Student Life can all be sources of funding for trips. Could also be brought to instructional cabinet(?) Put it in a proposal: round trip mileage, where you are going, how many are going, etc. to Kirby to send up. Carole Campbell has all the information for taking state vehicles.

Friday, October 26
Oct 27 Feed My Starving Children needs volunteers
6-8PM at the High School
Please announce to classes.
At the high school