

**Williston State College
Faculty Senate Minutes
November 18, 2022
8:00 am, Stevens Hall 116**

Attendance:

Kari Lesmeister Gail Raasakka Hunter Erickson
Matt Peterson Lynne Raymond Tim DeLorme
Amanda Davis Derek VanderMolen
Jenae Hunter- Staff Senate representative
Carol Campbell- New Staff Senate representative
Chris Kadrmas- Student Senate representative
Kim Wray- Guest

1. Meeting called to order- 8:06 am by Derek V.
2. Minutes from October 21, 2022; November 4, 2022-Part 1 and November 4, 2022- Part 2- Stand as presented
3. OLD BUSINESS
 - a. Criminal History Record Checks- approved in Oct. 21st meeting moves on to Faculty Council for approval
 - b. Reviewed that we are adding to the History when making Policy/Procedure updates the policy will be emailed to the Staff Senate Representative to take to Staff Senate for viewing. Staff Senate Representative will inform Derek V. of date policy was viewed by Staff Senate. This date will be added to the Policy's history.
4. NEW BUSINESS
 - a. Quality Matters Conference information was presented by Kim Wray.
 - i. Online Courses need to meet a high-quality standard
 1. Online Syllabus- "Simple Syllabus" is built into Blackboard- students can download the syllabus and instructors can see when the student opened the syllabus. Syllabus carries over for copying courses.
 2. List Assignments and Align them with Course Outcomes
 3. Cost of this change to Online courses is 12,000 for the 1st year and 6,000 years after
 4. Kim Wray will continue to explore this online option
 - ii. Online Course Committee
 1. This committee would have a policy for the standards required for online courses
 2. They would make decisions on common course content templates
 3. Katie Wenke to explore this with Department Chairs

- 4. Kim Wray would like to have Online Courses have a Quality Standard Stamp
- 5. Matt P. related there was a similar committee for online courses years ago
- 6. Serving on the Online Course Committee would be voluntary
- iii. Long Term Goal- Due to shortage of distance learning faculty, possibility of having a Faculty Fellow for online learning- gives 3 credits less to teach. The Faculty Fellow would spend 6 hours online a week assisting online instructors. Need to develop a job description.
- iv. Kim Wray asked for approval to take these ideas to Department Chairs- Faculty Senate was agreed.

b. Vice President position is vacant on Faculty Senate. Amanda D. volunteered to serve as VP for remainder of school year. Gail R. made motion for Amanda D. to be Vice President, Matt P. seconded the motion. Motion carried.

c. Faculty Senate Bylaws for WSC

- i. Derek located the Bylaws and they were last approved in 2017. Discussion was held on changes to make to these current Bylaws.
 - 1. Changes to C. The Recorder- fix spacing.
 - a. Under C. # 2 - Add – to online repository
 - b. Under C. - Delete # 5 and # 6 regarding transfer all files to the succeeding recorder
 - 2. # 8 Collegiality – change word- “university” to “the institution’s”
 - 3. Discussion to delete all wording after “reputation”
 - 4. Senate tabled changes to # 8 to work on at a later date
 - 5. Suggestions to review other policies for VP duties- bring suggestions to next Senate meeting

5. OTHER

a. Staff Senate Update-

- i. Jenae H. and Lynne R. related information on Employee Shout Out award to start in January. Winners will appear in the Teton Buzz.
- ii. Introduced Carol Campbell as new Staff Senate representative

b. Student Senate Update-

- i. Chris discussed the reorganization of Student Senate
- ii. Need to reach students on campus who are not athletes
- iii. Goals: Descriptive, Prescriptive

c. CCF Update- No update to report

6. Next Faculty Senate meeting will be Friday Dec. 16th at 9:15am

7. Adjourned Meeting at 9:00am