

Williston State College
Faculty Senate
January 16, 2020
4:00 PM, Stevens Hall 119

Attendance: Lynne Raymond, Richard Stenberg, Amanda Davis, Faye Krogen, Jessalyn Bachler, Bob Benson, Gail Raasakka (for Kari Lesmeister), Kim Weismann

1. Call Meeting to Order at 4:00.
2. Amanda Davis moved to approve the minutes from December 5, 2019. Lynne Raymond seconded. Motion carried.
3. **PREVIOUS BUSINESS**
 - a. Academic Appeals—concern was brought up over the current verbiage since it states 10 days from the beginning of a new term. Richard Stenberg moved to approve the verbiage change to 4 weeks from the end of a course. Faye Krogen seconded. Motion passed. Kim will send this out to Faculty Council.
4. **NEW BUSINESS**
 - a. Procedure for approving policies and procedures—Kim proposed that the drafted procedure be supported by Faculty Senate. This would allow for a clear line of approvals of polices and procedures at WSC. Amanda Davis moved to approve support the recommended procedure. Kim will take the proposal to Executive Cabinet.
 - b. One document to house all policies and procedures—Kim would like to propose that WSC create one document or page that houses all policies and one that houses all procedure. She said she would be willing to work on it over the summer if there was a small stipend. Faculty Senate supports this. Kim will make the proposal.
5. **OTHER BUSINESS**—Kim reminded the group that Dr. Miller has an open-door policy and is willing to come to department meetings if they have questions and answers.
6. **ADJOURNMENT**—Amanda Davis made a motion to adjourn at 4:57. Lynne Raymond seconded it. Adjourned at 4:57
7. NEXT MEETING: February 6, 2020