Instructional Cabinet
Thursday, October 13, 2022. 8:00am
Alumni Room

Members:
☒ Kim Wray
☒ Juliana Russell
☒ Katie Wenke
☒ Kim Weismann
☒ Bob Benson
☒ Derek VanderMolen
☒ Leah Windnagle
☐ Jen Nebeker-
Guest:

Agenda

1. Textbook Adoptions
   a. Remind your adjuncts and direct full time people to complete. Goal is to have them done in time.

2. Spring/Summer Schedule
   a. For schedule changes, please copy both Juliana Russell and Janae on the emails for the transition time.
   b. Juliana will work part time
   c. Final version of the schedule will be on Monday, October 31
   d. Current policies and procedures-please follow the policies. Please make sure it is voted on before any changes are made (change, new program, additions, deletions) to curriculum.

3. Overload
   a. Cap on overload-discussion
   b. Adjuncts cannot work more than 6 credits a semester
   c. It makes a huge impact on the institution-have a department meeting and have a discussion before you cap
   d. Departmental decisions need to happen

4. Adjunct Credits/Benefits
   a. If they work 20 or more hours/week, they get benefits

5. UNIV
   a. It does transfer as an elective credit, so it needs to be housed in one of the transfer credits-currently in the Arts and Human Sciences department
   b. As a department, they need to decide who will/can teach
   c. Specific to our school
   d. If you have someone who would like to teach UNIV please reach out

6. Department Meetings
   a. Meetings should be monthly-let Kim Wray know if you need her there

Other-meetings canceled oct 27 & Nov 8
Commencement: 8:00 am

Adjournment: 8:50 am

Next meeting: October 20, 2022