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

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

**Agenda**

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1. On Campus Recruitment Event Ideas – Montana
   a. Shadow your student day, college transition navigation, shadow a student day
   b. Presentation to explain the vision, what is needed from the faculty/staff, how it will be communicated
   c. Feedback is welcomed-QR code
      i. Derek mentioned to please avoid major days in the schedule for student shadowing (before finals, etc)
   d. Goal-to make college a reality and a tangible experience
      i. Katie-suggested a student panel with a variety of student backgrounds and programs
   e. Talked through how to make things happen
   f. Discussion-feedback on trying all three or just start with one. Initial feedback-the transition day would probably be the best. For shadowing-having it all on one day might be challenging-customizing when and who students would want to be shadowing

2. Requests to NDUS – GERTA, etc. Due Jan 3rd

3. Registrar/Records – please use the [wsc.records@willistonstate.edu](mailto:wsc.records@willistonstate.edu)
   a. Jen’s last day is tomorrow-anything that you have or need help with, please send to the email because we have a few people filling in where needed. CTS will be helping with this process as well. Kim Wray will be communicating reminders

4. Irregular Dates Fall 2023
   a. Please get in by next Friday

5. Syllabi Template
   a. Everyone should have this

6. Department Meeting Minutes
   a. Academic affairs section on the WSC website-department meeting minutes should be posted-departments in charge or getting in touch with Brandon to learn how to edit the website
7. Portfolio Discussion
   a. Ultra based courses-how we have been doing our portfolios will be broken
   b. Researching new systems-Anthology portfolio tool seems to be a good option
      i. Students have access to their portfolio forever, they don’t have to share it
      ii. Can use it for internship course
      iii. Integrates well with blackboard
   c. Discussion-yes, move forward with a new system
   d. Katie will be getting three bids
8. Developer Peer Review Standards – Based on QM
   a. Waiting to discuss
9. Academic strategic plan. We need online learning in this as well as implementation plan.
   a. Waiting to discuss
10. Faculty Fellow in Online Learning
    a. Waiting to discuss
11. QM/Online Learning Committee
    a. Distant ed document-please read before the next meeting

Other: Next Friday-strategic planning-REQUIRED

Start: 8:00 am

Adjournment: 8:55 am

Next meeting: January 19, 2023