Department Chair Minutes
June 3, 2013

Present: Lee Friese, Lane Huber, Dan Leingang, Michelle Lindblom, Brent Reems, Henry Riegler, Dan Schmidt, Jim Wright, and Jackie Hagel (Note Taker)

Absent: Karen Arlien, Bob Arso, and Angie Uhlich

Leingang called the meeting to order at 1:10 pm

Approval of Minutes
Wright moved to approve the May 2, 2013, minutes. Friese seconded. Motion carried.

Leingang distributed the Faculty Policy – Adjunct, Overload, Extended Day, and Special Duty Pay that indicates new degree rates effective fall 2013.

Change Forms, Deadlines, Catalog, Etc.
Riegler distributed timeline for curriculum and catalog changes. Bismarck State College is going back to printing a one-year catalog. Following established timeline, the catalog will be on campus in April.

Riegler asked department chairs if it was feasible to complete a one-year schedule with work starting in December and schedule built by March. Department chairs agreed this could be done. Department chairs asked Riegler to discuss, with committee, putting together a process or form for exceptions and stagger schedule implementation.

Riegler would like to see the curriculum committee review course syllabi for new courses and have Department Chairpersons/Program Managers, the Dean, and the Provost approve request that is submitted.

Riegler asked if book adoptions should come out the same time as schedule—department chairs agreed no.

Other
Leingang asked if there were any issues with startup of summer sessions—department chairs stated none.

The next meeting is June 17, 1 pm, NECE 341.

The meeting adjourned at 2:10 pm.