Department Chair Minutes  
July 22, 2013

Present: Karen Arlien, Lee Friese, Lane Huber, Dan Leingang, Michelle Lindblom, Brent Reems, Henry Riegler, Dan Schmidt, and Jackie Hagel (Note taker)

Absent: Bob Arso, Angie Uhlich, and Jim Wright

Drake Carter  
Carter has fielded complaints on not enough on campus sections being offered of some classes. Riegler stated because nursing majors need introduction to psychology and introduction to sociology, he is wondering what class time works best for them.

Carter asked department chairs if they are getting requests to offer more eight-week classes. To help determine if there is more need, department chairs asked if Student Records personnel can run an audit report. Maybe we should offer more classes after 3 pm.

At a recent retreat, the following was discussed:

- Should we establish a teaching learning center; a reading and writing center; an honors college program?

Department chairs suggested we decide which one is going to have the largest impact at Bismarck State College. A teaching learning center would affect all employees. A reading and writing center is tied to student success. Do first two, then honors college program.

When prioritizing programs, a program may not mean what you think. Administrative programs are not academic, are more resource intensive. Prioritization is not the same as program review. Program review is looking at a total program, does not include a measurement against the college mission. Two separate task forces would review academic and administrative programs.

Service Learning  
Masters distributed the service learning brochure. Masters stated we don’t have a service learning coordinator as this time. Action item: Masters asked department chairs to visit with faculty and find out if there is interest in becoming the coordinator for 2013-14. Department chairs suggested we pay for a 1, 2, or 3 credit release or payment. Lindblom stated she will visit with Carol Cashman and email information to department chairs.

Harassment Training Reminders  
Masters stated she keeps getting emails indicating faculty who have not completed the harassment training.

The meeting adjourned 2:50 pm.