

## Department Chairs Minutes (on-line meeting)

Feb 7, 2023

### PRESENT:

Lisa Hoelsing, Arts and Sciences  
Maureece Heinert, Business  
Aimee Schrader, Education  
Ned Day, Great Plains Art Institute  
Midas Gunhammer, Human Services  
Shannon DuBray, Institute of Technologies  
Royal Lost His Blanket-Stone, Jr. Lakota Studies  
Rhonda Jackman, Nursing  
Dan Seibel, Dean of Academics  
Cheryl Medearis, VP of Academics  
Patty Farmer, Assist to VP of Academics

### Invited Presenters: Patty Farmer

### AGENDA:

1. Prayer – Royal Lost His Blanket – Stone
  - a. Remembering Mister Grant
2. Full Approval Status for Nursing Department
  - a. Off probation
3. Faculty Calendar Reviewed
  - a. Feb-July covered
    - i. Which Faculty from Lakota Studies will present Friday?
    - ii. AIHEC upcoming
    - iii. Spring Break reminder – NO classes that week
  - b. Note that “Appointment Document” will be coming on May 15 with offers to faculty
    - i. Faculty need to have recommendations at end of March whether to renew faculty contracts
4. Department Chairs meetings with VP
  - a. Will set up of
5. Patty
  - a. Question to Department Chairs? Who keeps track of your certifications and syllabi?
  - b. Cheryl: reminder that transcripts of instructors need to show 18+ hours above what they are teaching OR tested experience form must be implemented along with documentation
  - c. Discussion on adjunct classes and sizes
6. New Routing Slip



- a. Cheryl and Ted are creating a new, simplified form for status sheet changes
    - i. Classes go to curriculum committee, status sheets won't (as is currently implemented)
    - ii. Cheryl: Updated status sheet for Class 1 – no longer needs to go to Faculty Council
- 7. Class 1 Curricular Requests
  - a. IOT
    - i. 1-year certificate Desktop Support Technician had a typo, should be 34hrs instead of 31
    - ii. 1-year Building Trades cert add BT105 Basic Maintenance, will change to 33 from 30 credits
    - iii. BT105 will also be added, BT275 will now be 6 credits (will go through curriculum). Associates will now be 65 credits.
  - b. Nursing
    - i. LPN – class 1 status sheet change. Adding pre-reqs to Biology 151 (requires MA 120), A&P will now require Biology I first
    - ii. Added that students will need to have MA120 OR certain score on Accuplacer or ACT to skip MA120 and take MA150
  - c. When you look at a status sheet and approve it, either put “Revised” if it was changed or “Reviewed” if it was looked at but not changed.
  - d. Midas suggests to accept approved changes to status sheets presented by IOT and Nursing Chairs
- 8. Clarification of Class 1, 2, 3
  - a. Class 2 and 3 go to faculty council
- 9. Updating Jenzabar and Website
  - a. There are programs in Jenzabar that are either outdated or misnamed – This list needs to be cleaned up.
  - b. When reviewing website, it was noticed that website doesn't follow catalog or Jenzabar. These all need to align.
  - c. Need to get all department webpages to look uniform. Will add more to March meeting. Dept chairs can bring ideas to next meeting for the flow they would like. Teddie Rae Herman will meet with Department Chairs
  - d. The catalog has the most updated information; but the website is the official site.
  - e. Next assignment: Now that you've know your dept's page, go to the catalog and review to make sure they match the catalog and that the programs offered are current.
- 10. Adjourn

Next Regular Meeting: March 1, 2024, at 9 AM in the Student Services Building

Notetaker: Dan Seibel, Dean of Academics