**Department Chairs Meeting minutes**

**Friday, November 3, 2023**

**Student Services Building – Room 103**

**9:00 – 10:00 AM**

**Department Chairs in Attendance:**

Midas Gunhammer

Royal Lost His Blanket-Stone, Jr.

Lisa Hoesing

Shannon DuBray

Maureece Heinert

Aimee Schrader

Ned Day

Laurie Dunn

**Others in Attendance:**

Cheryl Medearis

Patti Farmer

Deane Oliver

**Meeting Minutes from Agenda Items:**

1. Royal Lost His Blanket-Stone, Jr. offered a prayer.
2. **Update from Chairs:**
	1. Human Services will be working on getting new personnel. Setting up advisory board for social work program.
	2. Lakota Studies will have Victor Douville back on as faculty and Sunny White Hat will be added as faculty. Cultural resource management degree will be added in the future. Still working on Tipi building. The proposed building dedication will be on Monday the 29th during Founders Week.
	3. Nursing will insert more Lakota Values into the programs and work with Dr. Jim Green.
	4. Education will be working to make SGU a Praxis testing site.
	5. Midas added that internship information is coming out for departments.
	6. IOT begins Welding program this semester. One student in construction trades was awarded James Dresser scholarship.
3. **Update from Registrar’s Office:**
	1. Deane Oliver, Assistant Registrar, report:
	2. Registration starts Friday. Still working on the survey and updating paperwork. Today is new student orientation. Reminders that we completely fill out the registration cards. Advisors need to be listed so they can be correctly tied in the system to the correct advisor/program. Students seeking high school waivers can only sign up for MA 120, LS 253, LL 101, EN 101. Department chairs are tied into all instructor classes for attendance. If a cap is needed for courses, let Deane know. Any schedule changes need turned in soon. Let students know that the transportation survey is on the website so they are on the list.
4. **Patti Farmer, AAO Administrative Assistant report:**
	1. Notify Academic Affairs about adjunct faculty. Syllabi due before classes start. Instructor certifications need to be completed. Text requests need to be finalized ASAP. Catalog updates need finalized and sent to Patti. Archive old classes.
5. **Cheryl Medearis, VP Academic Affairs report:**
	1. Syllabus template was reworked by Art over break. Department Chairs were asked to take a look at the new updates. Questions go to Art and Cheryl. Department Chairs are to double check all syllabi before sending to Academic Affairs. Chairs need to send template to ALL of their faculty.
	2. Changes to the schedule need done today and sent to Jack and Cheryl.
	3. January calendar is updated.
	4. Wokini Initiative (adjunct faculty process) everything is spelled out for those adjuncts that need courses for certification. HANDOUT provided.
	5. Meeting tomorrow from 10-11 am for faculty on advising and registration at Student Services.
	6. Ray Herman rescued 2 children from the Lake ahead of Christmas and an honoring meal will be held in his honor at Mike Benge Student Union on Thursday Jan. 4. Please attend if possible.
6. **Aimee Schrader, Curriculum Committee Chair, report:**
	1. CCGs-RN and Education CCGs moved forward to Faculty Council.
	2. Next Curriculum Committee meeting will be January 18th at noon online.
7. **Next Meeting:** February 2, 2024, at 9 in the Student Services Building