

College of Education, Arts & Sciences
College Meeting
Cowan Hall 300
January 23, 2109
4:00pm

Members: Randy Bachmeier, Samantha Balemba, Jack Beiger, Grant Bowker, Vickie Clouse, John Foley, Valerie Guyant, Steve Hesske, Terri Hildebrand, Shawn Huse, Steve Lockwood, Neil Moisey, Chris Mouat, Maureen Stott, Cristy Ozburn, Charles Pollington, Carol Reifschneider, Andrew Rolin, Mark Seiffert, Darlene Sellers, Curtis Smeby, John Snider, Joel Soiseth, Gary Succaw, Tyson Thivierge, Joey Todd

Members Present: Randy Bachmeier, Samantha Balemba, Vicki Clouse, Terri Hildebrand, Cristy Ozburn, Charles Pollington, Carol Reifschneider, Mark Seiffert, Darlene Sellers, Curtis Smeby, Joel Soiseth, Joey Todd

Chair: Valerie Guyant

Minutes: Debra Bradley

1. **Call to Order:** at 4:05 by Valerie Guyant
2. **Approval of Agenda**
 - **New Business on the agenda was brought forth by Mark Seiffert**
 - **Interim Dean Report was brought forth by Darlene Sellers**
 - Motion to approve for both was made by Terri Hildebrand
 - Second was made by Cristy Ozburn
 - Approved
3. **Approval of Minutes:**
 - December 12, 218
 - Motion to approve made by Cristy Ozburn
 - Second was made by Mark Seiffert
 - Call for the question
 - Approved
4. **Discussions**
 - Open House
 - Student Central
 - March 30, 2109
 - Registration for Summer and Fall semesters
 - Maura is looking for volunteers from faculty
 - 3 year plans
 - Those that have been submitted are good
 - New ones need to be completed soon
 - Need to be in the Provost office in March

- Get your plans to Valerie before then
- Intent to Plan
 - Abstractions
 - Tracking Sheet
 - Get to the Provost Office soon
- New Academic Senate Member
 - Curtis Smeby, Graduate Programs Representative
 - Joey Todd – College of Education, Arts & Sciences
 - Carol Reifschneider has put her petition for the At Large Position for Havre. Will be brought to the next Academic Senate Meeting on February 12, 2019.
- Assessment
 - Programs need to be completed
 - Reminder that additional information to be done
 - Darlene talked about submitting, administration, groups
 - Not 100% completed, but getting there
 - Need help, contact Lindsey Bennet or Cristy Ozburn
 - February 20, 2019 is the deadline
- BrightSpace
 - Grades need to be available to students
 - Office hours need to be posted and sent to Debra or Jenn for filing
 - Syllabus need to on there also with them being sent to Debra and Jenn for accreditation
- DegreeWorks
 - Advising – read DegreeWorks
 - Alisha Schroder will do a work shop if anyone needs help
- Financial Aid
 - Needs new member
 - Grant Bowker has stated that he would like to be a member
 - Cristy Ozburn stated that she would also be a member if Grant Bowker does step down
 - Motion was made by Curtis Smeby
 - Second was made by Joey Todd
 - Call for the question
 - Approved
- College Support for Science Minor with a Forensic Minor
 - More minors are needed
 - Motion to approve was made by Cristy Ozburn
 - Second was made by Carol Reifschneider
 - Call for the question
 - Approved

5. **New Business:**

- Mark brought the idea forth that the college needs to hire a new graphic design instructor full time or one that can teach language or music endorsement.
- Spanish language will be not offered after this spring semester
- German is being offered by an adjunct
- Joel is opposed in letting this program go
 - There are 12 students in the program right now
 - All these students are taking classes that will offer them a career
 - This is a degree program
 - Yes there needs to be another full time faculty along with him.
- Dr. Moisey has stated in the past that we need to grow programs that will bring in more students along with bringing in more money to fund the growth and instructors.

6. **Interim Dean's Report:**

- Updates on the College
- How to grow programs
 1. If any suggestions please send to Valerie, Jennifer or Debra

• **Proposals:**

- #10 – Foreign Language – GRMN 102
- # 11 – Foreign Language - GRMN 105 to 101
 - Mark Seiffert made a motion to combine these two proposals
 - Second was made by Carol
 - Call for the question
 - Approved for the combination
 - CNN was the only change for both of these.
 - Motion to approve was made by Mark Seiffert
 - Second was made by Cristy Ozburn
 - Call for the question
 - Approved

- #12 – CJUS 440; Gender, Crime and Justice
- #13 – CJUS 413; Administration of Law Enforcement
- #14 – CJUS 494; Criminal Justice Seminar
 - Carol Reifschneider made the motion to combine these three proposals
 - Mark Seiffert made the second
 - Call for the question
 - Approved for the combination
 - Redesign the major
 - Not on program sheet
 - No co-op
 - Three credits only not six
 - Add as Gen Ed upper level electives
 - Motion to approve was made by Mark Seiffert
 - The second was made by Cristy Ozburn
 - Call for the question
 - approved

7. **Committee Reports:**

- Admissions and Standards
 - Meeting on weekly bases
 - Friday instead of Wednesday
 - Add Chad Spangler and Josh Meyer to the committee members
- Cultural Development
 - Meeting soon
 - Cold weather event coming soon
- Financial Aid
 - No information given
- Curriculum
 - Have not met this month
- General Education
 - Add Arron Riggins, Charlie Mack and Kasthuri Udayakumar to the member list
 - Meeting monthly
 - Scheduled review this year is Category I and II
- Graduate Council
 - One student issue but has been dissolved on its own
 - Next meeting will be in April 2019

- Instruction, Research and Faculty Development
 - Have not met
- Instructional Technology
 - Have not met
- Library
 - Have not met yet
 - Lots of ideas so stay tuned

8. **Announcements:**

- Summer and Fall 2019 schedules will be open to faculty and staff once approved by the faculty and staff in banner before the students can register for classes
- No classes and offices close, February 18, 2019
- Last day to drop with a “W” is March 13, 2019
- Spring Break, no classes, offices are open, March 18-22, 2019
- Advanced registration for Summer and Fall, March 25, 2019
- University Day, No classes, Offices are open, April 19, 2019
- Final Exams Week, April 29 – May 3, 2109
- Spring Semester Ends, May 3, 2019
- Commencement, May 4, 2019
- Spring Semester 2019, Grades are due in by noon, May 7, 2019

9. **Adjournment:** at 4:45pm

- Motion to adjourn made by Mark Seiffert
- Second was made by Cristy Ozburn
- Call for the question
- approved