



**Members Present:** Tracy Chisholm, Travis Rybchinski, Clint Saunders, Rodney Armstrong, Keri Keith, Lexi Kvasnicka-Gates, Kayla O'Toole, Larry Brooks, Heidi Hauf, Gary Albrightson, Scott Johnson, Zahra Moss, Russ Gagnon, Erin Williams, Ashley Pedie, Natalie Feast, Susan Indvik, Nicole Burke

**Approval of Minutes** – Keri made motion to approve the minutes from the December 11th & 18th special meeting; Lexi seconded; Passed unanimously.

**Dean's Minute – Dr. Migler**

- Not available to present

**Academic Affairs – Brooks**

- Applying for a SPECA Grant with LRSC and WSC.
- Syllabi Checklists & Summaries must be completed by February 14<sup>th</sup>.
- Credit Hour Assurance Process; watch for email providing further details from Larry.
- Clint Saunders has submitted his letter of resignation; thank you Clint for your hard work and contributions to DCB! Advertisement for position is being finalized.
- Four of our nursing students received Trinity Health Foundation Scholarships.
- Angie has been receiving multiple requests for her virtual reality tours.

**Curriculum Committee – Brooks**

- Heidi made motion to approve a course change to drop BIOL 150 as a prerequisite for BIOL 220 (see attached); Ashley 2<sup>nd</sup>; Discussion Held; Passed unanimously.
- Keri made motion to approve curriculum changes to the following programs (see attachments);
  - Small Business Management (AAS)
  - Advertising/Marketing (AAS)
  - Computerized Office Management (AAS)
  - Medical Administrative Assistant (AAS)
  - Medical Assistant (AAS)Scott 2<sup>nd</sup>; No Discussion; Passed unanimously.
- Lexi made motion to approve curriculum changes to the Biology sub-plan for AS degree (see attachment); Susan 2<sup>nd</sup>; No Discussion; Passed unanimously.

**CCF – Gagnon**

- Suggests that we provide training on what tenure is and how it is obtained.
- Concerns about professional development funding with budget cuts.
- Discussion for an online Title IX training for all students before they can attend classes.

**DCB Syllabus Header**

- The Marketing Committee did not approve the proposed template. Clint will work on options to present to Faculty Senate and the Marketing Committee.

**Graduation Speaker**

- Looking for suggestions for the guest graduation speaker.

### **Recommendations for Honorary Degree**

- Looking for recommendations

### **Other**

- High Enrollment Ad Hoc Committee meeting moved to February.
- Phi Theta Kappa (PTK) had a high number of students who qualified. Induction will be on Friday, February 21<sup>st</sup> at Noon. PTK is offering safe rides for the Fireman's Dance this weekend; will be using proceeds for PTK funding.
- Advisors would like faculty to consider creating different elective courses, so students have more options available to them.
- HLC Upcoming Dates
  - Feb 18<sup>th</sup> Assessment Day; Dr. Gigi Fansler, HLC liaison, will be on campus
  - March 9<sup>th</sup> Submission of the Assurance Argument
  - April 6-8<sup>th</sup> HLC visit
- Reminder to have students complete applications for the Honors Program for this semester.
- Reminder to send final grades for students with Incompletes from the fall semester.

**Lexi made motion to adjourn at 12:55 p.m.; Erin 2<sup>nd</sup>; Passed unanimously.**

Next Regular Meeting February 19<sup>th</sup>, 2020.

Respectfully submitted,  
Heidi Hauf