

Members Present: Keri Keith, Tracy Chisholm, Mike Porter, Dr. Lexi Kvasnicka-Gates, Clint Saunders, Kayla O'toole, Steve Sathre, Scott Johnson, Larry Brooks, Amy Koehler, Jackie Migler, Keith Knudson, Gary Albrightson

General Education Goals – Kvasnicka-Gates

- Coming from HLC – DCB needs to establish that there is difference in rigor for each program we offer (certificate, AAS, AS, and AA)
- Assessment – course assessment with goals, department goal assessment, program goals and assessment,
 - Next level would be campus assessment – currently don't have student learning outcomes for all students no matter the program they are enrolled in
 - Need to establish student learning outcomes
 - We have been assessing Gen. Ed. Goals for all programs – they cannot be the same because of difference in rigor
 - Based on Bloom's taxonomy of action verbs, program objectives have been revised to reflect amount of rigor.
 - Will be looking for a vote at the May 3 faculty senate meeting

Employee Handbook – Brooks

- Dean's Council is waiting for endorsement from all senates for approval.
- A motion was made by Mike P to accept the first reading of the employee handbook has emailed out by Sandy Hageness, seconded by Lexi. Motion passes.
 - Will be looking for the second vote at the May meeting.

Curriculum Vitae – Brooks

- All faculty need to have a current curriculum vitae with all educational history
 - This will be uploaded to our website. (Can use Lexi's as a template)

Other

- Syllabi – regardless of instructor and delivery method, we need to have a common syllabus
 - Need to have same course description and goals/learning outcomes
 - Larry will send out an email stating that we need to do this
 - Danielle will make a list of all courses offered by DCB with all instructors that teach each course with email addresses
 - Discipline chair (listed on handout) will follow up with email to instructors to review department mission, course goals, course description, etc.
 - Goal is to be completed by the end of this school year

Motion to adjourn was made by Mike, seconded by Keith. Meeting adjourned at 12:40 pm.

Respectfully submitted,
Tracy Chisholm