



March 1, 2024

## Department Chairs Meeting Notes

### 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
- + Laurie Dunn, Nursing
- + Jack Herman, Registrar
- + Teddie Rae Herman, Media Director
- + Dan Seibel

- 1) Prayer
- 2) Review of Tentative Summer Schedule - Jack Herman
  - a. Jack handed out schedule and said make changes
  - b. Get changes back to him by Monday
- 3) Developing a Template for Academic Department's website presence - Teddie Rae Herman
  - a. Need to get information on each departments site to match catalog
  - b. Replacing generic photos with SGU photos
  - c. What would you like on the website?
    - i. Mission, Faculty, Degree plans, Status Sheets, Contact info, Local photos
    - ii. Ned: Could the catalog just be in HTML form and link to catalog
      1. Other universities do that, would allow us to always have the most recent
      2. Aimee: Lots in the catalog was not matching up
      3. Teddie: Will look into it and bring an organization idea
      4. What are the important pieces that should be the same from each department
      5. Name of Department → Picture of Building? → Picture of Staff
        - a. Need more students represented

- b. Dashboard of information?
    - iii. Homework: Fill out the shared document for Teddie with your preferences for website
    - iv. Homework: Fill out shared document for “Jenzabar data we would like” for Dan to share with Nick
    - v. Next Meeting: Teddie will bring in a mock-up to next meeting
    - vi. Next Meeting: Dan will either bring Nick in to share about
  - 4) Other Business: Request to research "lock down browser" for online exams
    - a. A committee has been established to delve into this issue; a meeting date will be set up and ad hoc committee members notified
    - b. Maureece Heinert please represent Department Chairs on this committee
      - i. Maureece notes that adjuncts are asking about this
  - 5) Closing

### **To Dos**

Chairs: Complete shared doc with ideas for website and Jenzabar data needs

+ Link to shared doc for website: <https://docs.google.com/document/d/1NS5ok-vGiUeeChSwuu8eDPZ-PhANrO8zIaiGTg0k5aQ/edit?usp=sharing>

+ Link to shared doc for Jenzabar data needed:  
<https://docs.google.com/document/d/1OkUlvO8PzrGLtOKigOCJhMeJBH3CE03knCUyxx996ZE/edit?usp=sharing>

Teddie: Using Chair feedback, come up with mockup for department pages

Dan: Send feedback to Dept Chairs on curriculum maps; determine if Nick should be invited to the next meeting

**NEXT MEETING:** April 5, 2024, at 9 AM in the Student Services Building