**University Chairs Council Meeting**

August 15, 2017

Westlie Room

Meeting Minutes

Welcome and opening remarks at 3:07 p.m. Approval of July 2017 meeting minutes: Dr. Kibler made motion to approve; Dr. Beste-Guldborg seconded; and minutes approved as written.

1. Just a few first-week reminders:
   1. *Student Convocation at Ann Nicole Nelson Hall - August 18 @ 1:00p.m. All can attend.*
   2. *Move-in day is August 18 from 9 a.m. to 12 p.m.*
   3. *Convocation Mini-Sessions are Monday, August 21, 9 a.m. to 12 p.m.*
      1. *See attached document or check public announcements*
      2. *Encourage faculty and staff to attend the sessions*
2. Students admitted with provision of enhanced advising
   1. *Academic Success Plan with Lisa Borden-King*
      1. *See Excel sheet with listing of all students admitted with provision*
      2. *Make sure students are assigned to appropriate advisors*
      3. *As an advisor of provisional admitted student, please reach out to them sooner than later.*
      4. *NDUS System changed the admission standards and we need a plan in place for those who are labeled provisional students.*
      5. *The committee that researched this worked on ideas that would work for all students; thus, an academic success plan (ASP) was put forward.*
      6. *See brochure – please take some back to your office to help assist these students.* 
         1. *Help student get on the path for success.*
         2. *Dr. Geller has written a letter in the front of the ASP.*
         3. *Starfish now has enhancements for student success plan built into it (not sure NDUS money will be available next biennium for Starfish).*
         4. *Students need 2.0 to maintain positive financial aid status, which is the minimum goal for these students.*
         5. *Question asked if Power Center would be filling out the same ppwk. No, they will not.*
         6. *Students do not know they are provisionally admitted to MiSU*.
   2. *FY19 remedial English and Math will be here at MiSU.* 
      1. *Less cost for students. Students are charged collaborative costs when DCB teaches the courses, and MiSU loses the revenue from tuition and the state.*
3. Program Reviews
   1. *Please have the program reviews sent to VPAA office to house.*
   2. *Dr. Geller needs to send report to NDUS Chancellor in January of each year.*
   3. *Is release time given to faculty who complete program reviews? It depends; some do and some do not. All agreed that writing a program review is a lot of work.*
   4. *Funds for an external reviewer need to be reestablished.*
   5. *The timeline for reviews was distributed. Please notify the VPAA office of any mistakes*.
4. New Faculty meetings during the academic year.
   1. *Thirteen new faculty members at MiSU*
   2. *Help them find a mentor in their department/division.*
   3. *Jan Repnow and Joseph Engler overseeing NFO with Laurie Geller.*
   4. *Encourage your new faculty to attend the monthly meetings and consider recognizing their participation in their annual evaluations.* 
      1. *Nancy Gordon-Bismarck can Skype for the meetings.*
5. College meetings are August 16, 2017.
   1. *11:00 a.m. is COB / CEHS & 1:00 p.m. is CAS* 
      1. *Discussion points*
         1. *Organizational changes*
         2. *HLC Visit*
         3. *Faculty by-laws/handbook changes*
         4. *Dr. Geller will kick off CAS meeting*
6. Space Committee
   1. *Dr. Shirley will create a space committee for MiSU campus. Space issues will go through the committee.*
   2. *Guidelines will need to be established for the Space Committee.*
7. Student Travel Committee
   1. *Students pay a $5.00 fee, which went to the colleges for student travel.*
   2. *All money will go into one fund under the VPAA’s office with the VPAA adding an additional $10,000.*
   3. *Dr. Geller will create a Student Travel Committee, and students can apply for the funds. The request will funnel through the committee for approval or denial.*
8. Professional development and evaluation of adjuncts
   1. *Holding on this as Linda will pull information together.*
   2. *Chairs do not get copies of course evaluations – they need to ask for them since they are entitled to them according to the bylaws.*
9. Chair Stipends (see attached list)
   1. *List shows fund/department fund - Amount each chair will be paid.*
   2. *Each chair stipend contract will be complete by department/division administrative assistant. Fall-Spring contract dates are August 16, 2017 to May 14, 2018.*
10. Update on Faculty Handbook/Academic Calendar
    1. *Deb Kinzell and Dr. Geller unable to change these items until Faculty Senate (FS) meets.*
       1. *These items are in the bylaws and stand until FS votes on the changes.*
11. Dean’s List *– we will address this issue at the next meeting*.
12. Coordinator position & load *– we will address this issue at the next meeting.*
13. Chairs Councils meeting times for fall
    1. *University Chairs Council will meet the first Tuesday of month*

*12:00 p.m. for one hour.*

* 1. *CAS will meet 3:00 p.m. third Wednesday of each month*
  2. *CEHS will meet 3:00 p.m. second Wednesday of each month*
  3. *COB will meet 12:00 p.m. on third Wednesday of each month*

1. *Other – Meeting adjourned at 4:50p.m.*

Respectively submitted by,

Celeste Simmons