

Minot State University
University Chairs Council Meeting
September 5, 2017
Draft Meeting Minutes

Members: Laurie Geller, Lori Willoughby, Deanna Klein, Jay Wahlund, Robert Crackel, Alex Deufel, Robert Kibler, Scott Kast, Erik Anderson, Dan Ringrose, Terry Eckmann, Ann Beste-Guldborg, Holly Pedersen, Niki Roed, Gary Rabe, Vicki Michels, Bill Harbort, Jessica Smestad

Guest: Katie Tyler

1. *Meeting called to order at 12:05 p.m.*
2. *Scott Kast made motion to approve the minutes as written and Vicki Michels seconded. The August 15, 2017 meeting minutes stand approved as written.*
3. **New Business**
 - a. **Reminders**
 - i. *Final two AVPAA forums at 1:00 p.m. today and Thurs. in 114 Memorial*
 - ii. *Opera, soccer, and football this weekend*
 - iii. *Art in the galleries*
 - b. **Prospective Student Visits – Katie Tyler (10-15 min. max.)**
 - i. *Provided document about Open House Style Events, Preview Days, and Enrollment Saturday Visits.*
 1. *The Red/Green Day is where students can come to campus and do what they want.*
 - a. **CAS – October 7**
 - i. *Wondering about the two days in October when Minot Public does not have school to use as days when students sent a class*
 - b. **CEHS – January 20**
 - c. **CoB – February 10**
 - d. *Goal: Attract about 30 plus students for each Saturday event.*
 - e. *Enrollment Saturday visits are September 23, December 16, January 6, March 3, and May 19.*
 - c. **University Cabinet representatives from each college – Next U. Cab. meeting is Sept. 20, 9-11 a.m. in the Westlie Room**
 - i. *Many chairs did not want to attend with the U. Cab. meetings since the meetings tend to be informational only. What is the purpose of U. Cab? Want Dr. Geller to bring to President's Staff/Dr. Shirley.*
 - d. **Timing of opening and closing courses**
 - i. *The courses closing to late or too soon.*
 1. *Start looking at classes earlier*
 2. *MAFB course cannot close too soon due to squadrons signing up later and their deadlines for paperwork.*
 3. *Bridgette working on the courses with squadrons.*
 4. *We need to find a way to be more efficient without hurting our students.*

- e. Sabbatical applications (see letter from Dr. Pijning and me)
 - i. *The process outlined in the memo will go to Faculty Senate the third week of September.*
 - ii. *Chairs who have a faculty member who applied need to work together to pull together a College Peer-Review Committee.*
 - f. Office hours policy for faculty – minimum number, when they occur, and open door (did not discuss)
 - g. Prompt & courteous communication via e-mail (did not discuss)
 - h. Budget shortfall
 - i. *MiSU is down about 100+ students, which equals \$400K in revenue. Final numbers in 4th week.*
 - ii. *Once have report share with Chairs.*
4. Old Business (probably old, old business for next time) (did not discuss)
- a. Dean's List
 - b. Coordinator positions and load
 - c. Professional development and evaluation of adjuncts

Upcoming Chairs Council Meetings

CEHS Chairs Council—3:00 p.m. Wednesday, September 13 (location??)

COB Chairs Council—12:00 p.m. Wednesday, September 20 (location??)

CAS Chairs Council—3:00 p.m. Wednesday, September 20 (location??)

University Chairs Council—12:00 p.m. Tuesday, October 3 in the Jones Room

Calendar

September 2017

- 1 Sabbatical Application due from Faculty to Chair
- 4 University Closed – Labor Day
- 6 Sixteen week and first eight-week non-attendance course rosters due via Starfish
- ~~8 Fall Load Reports due to Deans~~
- 8 Sabbatical Application with Review by Chair and recommendation letter due to College Peer-Review Committee
- 13 Final draft of Spring 2018 class schedule from ~~Deans-Chairs~~ to Registrar's Office
- 18 Enrollment census date (NDUS)
- 22 Fall Load Reports due from ~~Deans-Chairs~~ to VPAA Office
- 29 Last day to drop first eight-week class

October 2017

- 2 Spring 2018 book orders are due to the Bookstore
- 2 First eight-week Electronic Course Evaluation invite sent
- 2 Spring 2018 Graduation Applications due to advisors
- ~~6 Sabbatical College Peer Review due to College Dean (should this be College Chairs Council?)~~
- 8 Second-year faculty self-evaluation and statement of goals due from faculty to Chair
- 9 Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)