

**MSU**  
**Deans Council Meeting**  
**October 28, 2015**  
**Meeting Minutes**

Attendees: Jacek Mrozik, Lori Willoughby, Conrad Davidson, Cheryl Nilsen, Lenore Koczon, Kris Warmoth

September 23, 2015 meeting minutes have been approved with one change under HLC Dual Credit Instructor Survey changing increasing to re-articulating.

**Course Evaluation for T1 at MAFB – Conrad Davidson**

Cari Olson sent out the an email about the evaluation 2 weeks before sent, email sent during open time and emails sent that evaluation was closed. Students need to login into their MSU email accounts to access the evaluations.

- Faculty only have access to the reports

It was asked if there is a way for deans, & chairs to get aggregated data and the comments from the Evaluation. This information is used in the faculty's annual evaluation. Dr. Koczon will talk with Cari Olson about the request of the deans for the information. Please remind faculty to not delete the emails and there is an evaluation calendar on the VPAA website and it was in public announcements.

**Graduate Program Director – Lori Willoughby**

See attached document for GS Expectations of the Program Director

If you see any changes please let Lori Willoughby know as she will take back to the program directors. There has been discussion about release time or payment to do the Graduate School program director. This is up to each college to determine the release time or stipend.

**Faculty Credentials – Kris Warmoth**

See attached HLC guideline document that is in effect until 2017.

**Need to complete this section**

**Academic Program**

The inactive and termination stage II paper work has been submitted to the system office and will be on the November AAC agenda. The Stage II inactive requests stop with the Chancellors Cabinet. The Stage II termination requests will to the SHBE for their December 15 meeting.

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**NDUS Academic Calendar (J-Terms)**

See the attached j-term calendars with two examples. The 3 week J-term has classes ending with finals the week of May 22-26. The 4 week J-Term would have classes ending with finals the week of May 29-June 2.

There would be no additional financial aid for the J-Terms as the J-Terms will need to be linked to fall or spring sessions. J-terms would be great for special topic courses

November 2015

- 1 Promotion and Tenure application packets due from faculty to Chair
- 3 First draft of (summer 2015-spring 2016) Year Long class schedule from Registrar's Office to Departments
- 5 Evaluation and goals for second-year faculty due from Chair to Dean
- 11 Annual Assessment Reports due from Deans to the VPAA Office
- 11 University Closed – Veterans Day
- 12 Promotion packets with recommendations due from chair to Dean
- 12 Evaluation and goals for second-year faculty due from Dean to faculty
- 13 Last day to withdraw from term or drop with record (NDUS)
- 15 Tenure packets with recommendations due from chair to Dean
- 17 First Draft of Year Long class schedule from Chairs to Deans
- 25 Faculty Senate Sabbatical Review Committee makes recommendations to University President
- 26 University Closed – Thanksgiving
- 27 University Open – No Classes
- 27 Last day to drop second eight week class
- 30 Sixteen & second eight week Electronic Course Evaluation Invitation Sent
- 30 Class Resumes
- 30 Evaluation and goals for second-year faculty due from Dean to VPAA