

Minot State University
University Chairs Council Meeting
February 7, 2018
Meeting Minutes

Members: 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, Laurie Geller

Guests: Rebecca Ringham, Erik Kana

Absent: Holly Pedersen

Dr. Geller welcomed all faculty. Meeting called to order at 4:04 p.m. Laurie asked if there were any edits, corrections, additions to January 10, 2018 meeting minutes. Motion made by Vicki Michels to accept the minutes as written, and seconded by Dan Ringrose. Minutes accepted as written.

Discussion was held as to when the chairs' self-evaluations are due to the VPAA office. All agreed March 23, 2018, the Friday after spring break, would work.

When should the load reports be due to the VPAA office? February 9 would have been the date load reports were due from chair to dean and February 23 would have been when the load reports were due from deans to VPAA Office. Thus, chairs agreed February 9 should be the date load reports are due to VPAA office.

Reminder: If you have faculty traveling abroad with students, make sure they work with the International Office. If the travel is not related to MiSU but MiSU students are traveling with you, please check with International Office or if you are not sure, talk to International Office.

Please review the email sent from Kelly Lichtenberger about new second eight-week students. In addition, there will be advisor holds on these students' account that will need to be removed once they receive advising. Laurie handed out a Student Advisor contract list. Please review and let Beth Odahlen or Heather Martin know if there are changes in your areas. Nothing about graduate student advisors was noted; Laurie will be checking on a graduate list.

Laurie handed out information about orientation – please review as Beth Odahlen is looking for feedback on dates. The summer dates are set. Faculty will receive a stipend for each summer advising session, but not the ones for which they are on 9-month contracts. Starfish training will occur in March – they are working on the dates.

HLC Update:

MiSU's institutional response was sent on March 3, 2018. Laurie thanked all who helped, Linda Cresap, Dan Ringrose, Shan Haarsager, Deb Wentz, Vicki Michels, and thanked all chairs who assisted with gathering the needed additional information.

March 4, 2018 Dr. Shirley, Dr. Geller, Dr. Cresap, Dr. Ringrose will travel to Chicago, IL to present at the HLC hearing scheduled for March 5, 2018.

Discussion about the syllabi requirements, policy, and procedure.

- At the January 18, 2018 meeting of Faculty Senate, the following motion made and approved:
Motion to have the University Chairs [Council] recommend what should be on syllabi at a minimum and bring back to FS [Faculty Senate] for February meeting (Ringrose/Rabe). Motion carried.

Dr. Geller will create a general template that includes the agreed upon syllabus requirements and will send it chairs for feedback. Chairs agreed that all syllabi will be due to the department/division administrative assistant by Friday of the first week of class with all being housed on the VPAA Share Point site.

Chairs talked about having the last 20 minutes of class for students to complete the class evaluation (Student Perception of Learning survey) since it takes a lot of time for students to complete otherwise. Encouraging students to complete them and asking them to provide comments when they do is helpful. The Committee for the Evaluation of Teaching is working on the SPL survey items.

Course fees are going away; the fees will be rolled into tuition, except for Music and Nursing and might be few others. Dr. Shirley, Brent Winiger, and Kevin Harmon met with SGA on Monday, February 5 to discuss the proposed tuition and fee plan with students.

The two-week/short format courses:

- Need to discuss how short-format courses will be handled.
- These courses must meet for the required amount of time (per the definition of a credit hour) as well as have appropriate and adequate expectations outside of class.
- Issues with syllabi – 16-week/8-week/2-week Maymester syllabi must be comparable in content and rigor.

Open Educational Resources (OER) (see attached document)

- Each ND State college or university is eligible for \$7000 to support OER initiatives.
- OER doesn't work in all areas. Sometimes finding other ways (rentals, looseleaf, etc.) can save students a lot of money as well. Not everything has to be OER.
- Form is due to Dr. Richard Rothaus by February 19, 2018.
- Laurie indicated she would include a smaller version of Dr. Ringrose's previous proposal (~\$5000), and she would request the remaining funds (~\$2000) be used to incentivize faculty to find and implement OER in their classes.

March UCC meeting we will discuss:

- Dr. Shirley's request - *Review current policies/procedures to identify additional measures we can take to ensure more efficiencies with our academic offerings. Provide recommendations over the next few months.*
- We will also discuss a pre-tenure review at the college chairs council meetings.

Next UCC meeting: March 7 at 4:00 p.m. in the Jones Room

Calendar

February 2018 (1830)

- 5 Enrollment census date (NDUS)
- 9 Spring Load Reports due to VPAA (Also see Feb. 23)
- 15 Promotion and Tenure Committees' recommendations due to President
- 16 Final draft of Year Long class schedules from VPAA to Registrar's Office (??)
- 16 Last day to drop first eight-week class
- 19 First eight-week Electronic Course Evaluations invite sent
- 19 University Closed – Presidents' Day
- 20 Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)
- 23 Spring Load Reports due from Chairs to VPAA Office
- 27 First eight-week Electronic Course Evaluations closes
- Feb 28-
- Mar 1 Final Exams for first eight-week classes

March 2018 (1830)

- 1 Annual self-evaluation & goals of VPAA's direct reports due to VPAA office (let's discuss)
- 1 Notice of non-renewal due to first-year faculty
- 2 Summer/Fall 2018 Graduation Applications due to Advisors
- 5 Summer 2018 book orders are due to the Bookstore
- 5 Midterm grades must be submitted by noon via Campus Connection for sixteen-week classes
- 5 Second eight-week classes begin
- 6 Evaluation and goals for all faculty (other than first year & Chairs) due from Chair to Faculty
- 6 Grades must be submitted by noon via Campus Connection for first eight-week classes

