



# Minot State UNIVERSITY

## Faculty Senate

April 20, 2017 – 3:30 pm, Westlie Room – MSU student center

### Faculty Senate minutes – **FINAL**

**In attendance:** Steve Shirley, Laurie Geller, Zeni Shabani, Andy Bertsch, Ron Fischer, Joseph Jastrzembski, Linda Cresap, Lesley Magnus, Connie Geyer, Aaron Richard, Amy Roberts, Timothy Morris, Bryan Schmidt, David Rolandson, Chris Keller, James Fusik, Gary Rabe, Deanna Klein, Dan Conn, Dan Ringrose, Scott Kast, Mikhail Bobylev, and Linda Olson

**Absent:** Erik Kana (proxy), vacant position CAS, Daniel Ngugi (proxy), Joe Zajdel, Annika Kraft, Dionne Spooner(proxy), Draza Markovic (proxy)

**Guests:** Rebecca Ringham, Lori Willoughby, Ernst Pijning, Jacek Mrozik, Cristian Fuentes, Ernst Pijning, Linda Conn, Sallie Mitchell, Kathy Hintz, John Webster

### AGENDA

#### Procedural/Discussion Meeting

#### 1. Opening / Attendance / Seating of Alternate Delegates

*Motion to seat alternate delegates: Conn/Ringrose, motion carried*

Mark Singer for Daniel Ngugi

Warren Gamas for Erik Kana

Don Burke for Dionne Spooner

Kathryn Kilroy for Draza Markovic

#### 2. Approval of Minutes from last meeting April 6, 2017

*Motion to approve minutes, (Geyer/Klein); motion carried*

#### 3. Agenda Updates

None

#### 4. Announcements / Comments from the Faculty Senate President

None

### Administrative reports

#### a. President Shirley

1. The Higher Ed appropriations bill (SB2003) passed out of the House by a 77-10 vote late last week. The conference committee has been assigned and began meeting earlier this week to work out the differences between the House and Senate versions. The committee is comprised of 3 senators and 3 House members; Sen Krebsbach and Rep Streyle from Minot are two of the six conferees. There do not appear to be major financial differences at this point in the bottom line

between the House and Senate versions, so we are still looking at a total appropriations reduction in the 18.5-19.5% range.

2. The SBHE will meet at MSU on Thursday, April 20 at 9 am in the Student Center. Additionally, that evening is a reception to celebrate completion of the MSU Foundation's \$31 million capital campaign. The following day (Friday) is the Board of Regents spring meeting, the annual Pow Wow, and a new student registration (with 100+ students signed up). So, a very busy couple days on campus with lots of visitors next week Thursday and Friday. See the request in today's Public Announcements for volunteers to assist with Registration, and please sign-up as your schedule allows.

3. Thanks to all who will be participating in this weekend's (on Saturday) Spring Open House. There are currently 55 prospective students signed up, which is encouraging as this is a nice increase over previous numbers.

4. Please volunteer tomorrow afternoon as you are able to help pick-up campus and the surrounding area (up Broadway north toward the airport) in celebration of Earth Day.

**b. VPAA Laurie Geller**

Congratulations to Scott Kast, Darren Seifert, and the students on the computer science team who won the robotics competition at the Midwest Instruction and Computer Symposium in La Crosse, WI on April 7-8.

The graduate certificate in cyber security that is part of the collaboration with UND and NDSU as part of the Chancellor's Nexus ND project is moving forward. We submitted a stage II proposal to the state for the next AAC meeting.

Lots of events are happening this month...

Orientation and registration on April 28.

The Northern Plains Conference in Early British Literature kicks off tomorrow.

The Open House is Saturday, April 22.

Lots of music recitals, ensembles, symphony, awards banquets, and more.

Upcoming for fall...

Mini-sessions will be held Monday, August 21 in the morning, the Monday of the first week of classes. Change in schedule due to the changes to registration.

Assessment Days next year = October 9, 2017 and February 20, 2018.

**c. SGA representative – Aaron Richard**

The Student Government Association has not met since the last faculty senate meeting. Our next meeting is on April 24, 2017 at 7:00pm in the Westlie room.

Minot State University will host the North Dakota Student Association on April 21st & 22nd.

This will be a transitional meeting for the new NDSA officer team. Changes to the NDSA bylaws and NDSA budget will be discussed at the meeting.

**d. Staff Representative - Linda Conn**

The silent auction will be May 4<sup>th</sup> starting at noon, and May 5<sup>th</sup> from 8-1 in the Conference Center, and the money will be donated to STEP Therapeutic Riding, where disabled people of all

ages can go to ride horses. (Youngest they have had was three and oldest was 80). Donations for the auction can be dropped off in the Public Information Directors Office May 1<sup>st</sup> through 3<sup>rd</sup>. The professional development committee has put out several Be In The Know sessions to train staff and make them more effective at their jobs.

Congratulations to Courtenay Corpe in Wellness who won this Month's Staff High Five Award! Nominations for this award are due the 15<sup>th</sup> of every month.

The High Five Award was taken off the Staff Satisfaction Survey Committee and merged with the Staff Scholarship Committee

Neil Scharpe is heading up updates to the Staff Handbook and will be working with HR. Staff Senate Elections are upcoming.

North Dakota State Staff Senate will meet face to face June 20<sup>th</sup>-21<sup>st</sup> at Dakota College Bottineau.

The next Staff Senate Meeting will be May 16<sup>th</sup> @ 8:30am in the Jones Room.

## **New Business**

### **1. Kathryn Gordon- NDSU Crisis of Confidence letter and distinguished NDSU faculty letter**

Please see letters on SharePoint in regards to these letters submitted.

Ernst Pijning updated on the topic of the NDSU Crisis of Confidence letter.

Andy Bertsch updated on the Distinguished Faculty letter.

President Zeni updated on the Executive committee discussion of these issues. A local draft letter was created (see SharePoint).

Discussion ensued on the course of action FS might like to take in addressing these issues. Please review this with your departments. Direct comments to President Zeni prior to the next meeting and then come to the next senate meeting ready to discuss.

***Motion: FS should endorse the NDSU Crisis of Confidence letter (Schmidt/Olson)***

***Motion: Table this motion until next meeting (Conn/Ringrose) carried***

### **2. Starfish related - Mark Singer**

In the fall of 2016, the Starfish Implementation group met three times. This group consists of Tammy Wolf, Tutoring and Starfish Coordinator, CETL; Heather Martin, Advising Coordinator, CETL; Rebecca Ringham, Registrar; Darren Olson, Director of Network Services, IT; Kathy Hintz, Academic Advising Council (since November, 2016); Lori Willoughby, Academic Advising Council (since November, 2016); and Mark Singer, Faculty Senate representative. Some members of this group helped facilitate the Starfish Advisor Training developed by Heather and Tammy on February 2 and 3, 2017.

In addition, Starfish has been discussed by the Academic Advising, Career Planning, and Starfish subcommittee of the Retention Committee. Members of that subcommittee are Tammy Wolf; Heather Martin (since March 2017); Tracey Mays, College of Business; Christina Paxman, College of Arts and Sciences; Evan Borisinkoff, College of Education and Health Sciences; Lynda Bertsch, Student Success Center/Career Services; Aaron Richard, Student representative; and Mark Singer, Faculty Senate representative.

Starfish, software created by Hobsons, was purchased by the North Dakota University System for NDUS institutions to use to address student success, persistence, and retention. President

Shirley reports our progress in implementing Starfish to the Chancellor and the State Board. Starfish itself is primarily a tool that enables instructors to communicate with both a student and the student's "success network," which includes the advisor and student support staff assigned to that student. Data appearing in Starfish is derived from Campus Connection and is subject to FERPA; for example, an instructor can see that a student has been flagged in another class but cannot see the contents of that flag, while the student's advisor can see the contents for all of his or her students' flags. Changes and improvements implemented in Starfish since the start of this academic year including more robust filtering of student lists, the addition of more student data in the advisors' view, and the (planned) addition of athletic coaches to students' network so that those coaches can see their student-athletes' academic flags.

Earlier this semester, Tammy Wolf provided the following data on Starfish use (see attached). We have been using Starfish for mandatory attendance reporting since Spring 2016, and the Starfish group has solicited voluntary Early Alert "survey" (i.e., roster)-based reporting since Fall 2015. The number of academic flags raised (which appears to include Academic, Attendance, Never Attended, and in Danger of D, F, or U flags) was not much different in Fall 2016 than it was in Fall 2015. Roughly two-thirds of these flags are raised through the two survey-based reports, which currently are the Week 3 Attendance and the Week 6 Early Alert reports. The number of flags cleared—i.e., the number of flags raised that have been acknowledged and closed by the person notified, generally a student's advisor—has declined from 21% to 16% over these three semesters.

Based on faculty feedback, I raised questions about the usefulness of determining and submitting Early Alert academic reports for students through Starfish only two weeks before midterm grades are determined and submitted. I was told that one of the purposes of this Week 6 Early Alert report was to "get faculty used to using Starfish" and that this report was suggested by the faculty members who were part of the Starfish Implementation group. The minutes I have from the Starfish Weekly Information Meeting from July 7, 2015 identify one of the goals of Starfish implementation as increasing faculty support for use of the tool and state that the metrics for measuring achievement of that goal that include the percentage of faculty submitting Early Alert referrals and the number of flags raised. However, there is agreement that one focus for Starfish implementation should be using it on an individual or "manual" basis to raise flags whenever needed to communicate with the student, the student's advisor, and student support services.

Members of the Starfish subcommittee of the Retention Committee are scheduling time to attend department meetings, distribute the Advising Training PowerPoint slides from the training held in February, and solicit feedback on Starfish implementation and use. I encourage you to make comments and raise questions about Starfish and its use during those visits, and I also welcome your questions as well as your telling me anything that you want me to take back to the implementation committee. I particularly would welcome feedback about the Starfish website, which I am pushing to have updated.

### **3. Gen Ed assessment - Kathy Hintz**

Please see the updated GE Assessment page for a description of the proposed program:  
<http://www.minotstateu.edu/ge/pages/assessment.shtml>

Included there is a description of the new plan, rubrics for each assessment, and the data entry links.

**A copy of the rotation of classes has been sent out to chairs and is included on SharePoint.**

Some frequently asked questions:

**Why are we making this change?**

Faculty looked at the data from the previous system on Assessment Day in spring of 2016 and concluded that the data did not help us improve our GE program. This proposal has been more than a year in the making and is essentially what was explained at the Assessment Day presentation this spring.

**This looks like a lot of work. Why do we have to do this?**

The purpose of assessment is to gather data on how we are doing so we can reflect on the data and improve. In addition, we all want our institution to be accredited by HLC.

**Why can't we just buy an assessment?**

We don't have the money and none of the assessments matched our goals for general education.

**Where are the GE classes that got approved this year?**

We will put those into the rotation once Senate has completed the approval process for all of them.

**We offer a class in the fall only and it is on the list for spring. When will it get assessed?**

If approved the three-semester rotation will continue so hopefully we will catch the class in the next rotation.

**We no longer offer a class that is on the list. When will it get assessed?**

It probably won't. A department can ask to have it removed from the catalog if this is a permanent change.

**Can we request a different rotation for the IP classes? One professor is going to end up with a heavy burden.**

Yes! We are a reasonable bunch and can move a class or classes. We have staggered the assessment of the student teaching classes for IP2 (see ED 491, 492, 493, 494, 495). Just let us know before August.

**What if we have a huge class?**

If the class has more than 30 students, you may assess only the first 30.

**Will our department get reminders about which classes need assessing?**

The assessment committee will send out reminders at the beginning and end of the semester. We hope that you can put important dates into your calendar and be responsible to remember because no one on the committee wants to nag you to get your work done.

**What will happen to the data?**

Once we have some cycles of data we will share it with faculty during an Assessment Day. If we need to make adjustments to either general education or the general education assessment system, we will discuss that.

***Motion to approve the recommendations as presented (Ringrose/Cresap) carried.***

#### **4. General Studies Programs – John Webster and Laurie Geller**

An Ad Hoc committee has been formed and are currently discussing how General Studies is and could be executed. A "Design your own major" is being investigated. A survey has gone out from this committee for students to complete. How this major might work was discussed. The

details are just being ironed out now. Informational at this time. Discussion ensued. Further questions can be directed to John Webster or Laurie Geller.

Other items:

**Adjournment**

*Meeting adjourned at 5:05 pm*

*Respectfully submitted,*

*Lesley Magnus, PhD, CCC, S-LP(C)*

*Faculty Senate Secretary*