

**Minot State University**  
**Academic Affairs Council Meeting**  
**July 12, 2016 – Minutes**

**Members:** Laurie Geller, Alysia Huck, Brent Askvig, Cari Olson, Cheryl Nilsen, Conrad Davidson, Elizabeth Odahlen, Heather Martin, Jacek Mrozik, Katie Tyler, Kris Warmoth, Laurie Weber, Libby Claerbout, Shabani Shkelzen, Lori Willoughby, Jessica Smestad, Rebecca Ringham, Stephen Banister, Teresa Loftesnes

**Absent:** Conrad Davidson, Libby Claerbout, Stephen Banister, Heather Martin, Alysia Huck

**Guest:** Jane La Plante (for Stephen Banister), Alex Deufel (for Conrad Davidson)

Meeting called to order at 1:04pm by Dr. Laurie Geller. There were introductions of new AAC members. The May meeting minutes were approved – Kris Warmoth motion to accept – Beth Odahlen seconded the motion and minutes were approved as written.

**Dates / Deadlines / Announcements**

- *Oklahoma!* July 13-17, please attend if you can.
- Beaver Booster Scramble, Monday July 18 at The Vardon Golf Club
- MiSU has hired new HR Director, Marc Wachtfogel
- Remaining Summer CONNECT Registration Dates, we have had 283 students who have gone through orientation.
  - Friday, July 22 (84 enrolled with 45 - Freshman and 39-Transfers)
  - Thursday, August 18 (Transfers) – 43 signed up thus far
  - Friday, August 19 (Freshmen) – 73 registered so far
- See the calendar below for more.

**FYE Update – Beth Odahlen**

There are 8 FYEs closed for fall and remaining open FYEs have a range of slots available. Computer Science and Chemistry have the least enrolled. Beth indicated that one of the science courses may be removed from the FYE to make it more attractive. “No Justice No Peace” with English 120 is low enrolled right now with 3 students. CETL will open spring FYEs if needed. Lori Willoughby asked if enrollment in FYEs could be increased to max out at 25 or 30 students, or if students could be added over the cap so they can take an FYE they want and to avoid low enrolled FYEs in spring, and further, to get them in FYE in fall when they really need it.

**Policy Updates**

Adjunct, Overload, Independent Study salary schedule has been updated and ready for use for fall contracts. Laurie gave a quick update on Minimum Class Size, Overload, and Reassigned Time Policies. Also, AAC asked that the new policies and salary schedule be emailed to all MSU faculty and staff. See attached link to review the updated salary schedule and policies - <http://www.minotstateu.edu/academic/contracts.shtml>

Lori Willoughby felt that the Graduate level salary schedule seems out-of-whack as its only 10% higher than undergraduate levels pay. Do not want to be quick to cancel Graduate classes as they may be needed for the student to stay on target for graduation. Further discussion ensued as to why 3 students in a graduate class is paid 50% rather than 60% when 5 is the maximum enrollment.

Discussion to have all chairs meeting as soon as possible. This will be set up after all are back on campus in September.

### **SAT – Katie Tyler**

The new minimum standard score for admission is 900 which equals a 17 on the ACT. SAT Writing – students need a 25 or higher to take ENGL 110 alone; SAT Math students need a 550 or higher to take credit-bearing math course. The effective dates for the new SAT scores are March 2016 and anything before will be the old SAT scores.

### **Enrollment update – Rebecca Ringham**

We are down 20 students from last year at the same time. Though we are down 20 students we are up in freshman and transfer students and down in returning students.

### **Dashboards – Cari Olson**

The dashboards will be linked to Rebecca's weekly enrollment numbers. You can check the IR website for the iDashboards. Cari has until the end of July to have all dashboards available and live on the IR webpage.

Data metrics met this past week and discussed student tracker on cohorts. PAR (Predictive Analytic Reporting) has been purchased by the NDUS system. Cari has had about some training so far on PAR linking with Starfish. Cari has upcoming training in Grand Forks.

### **Program of Study – Teresa Loftesnes**

The Program of Study sheets need to be updated and Katie Tyler in Enrollment Services needs to have them by August 1<sup>st</sup>.

State Fair parade is July 23<sup>rd</sup> and MiSU float is #34, come out and walk in the parade. There are also openings left to register for helping at the State Fair booth. The booth is located inside commercial building #2 and it does have a/c.

Teresa also explained about videos for academic areas. Cost is \$500 per video, and Marketing would split the cost.

### **Retention Committee – Beth Odahlen**

The campus may revisit the Retention Committee, an institutional committee with 3 faculty reps. Beth and Laurie will visit about this committee before the August 9<sup>th</sup> meeting.

### **Enrollment Sub-Committee Team – Laurie Geller**

Discussion about forming a small group of people to look at the 19 pages of ideas for enrollment and retention that Dr. Rabe and AAC created. Do we want a committee? Should it be an institutional committee?

### **Announcements or updates from AAC members**

Discussion took place about having the Budget Recommendation Committee (BRC) ongoing and the need for a final report of their work on the allotments and cuts for FY18. Someone suggested the BRC needs to post in the public information and maybe minutes could be made available.

Next AAC Meeting: Tuesday, August 9 at 1 p.m. in the Jones Room

#### **July 2016**

18 Sixteen-week electronic course evaluation invite sent  
26 Last day of classes  
26 Sixteen-week electronic course evaluation closes  
27-28 Finals

#### **August 2016**

8 Grades must be submitted via CampusConnection by noon  
12 Sabbatical appraisal reports from College Deans to VPAA

- 15-16 New Faculty Orientation
- 15-19 Transitions
- 17 Convocation and college faculty meetings
- 18 Convocation mini-sessions (8:00 a.m. to 12:00 p.m.)
- 18-19 Connect Session
- 20 Move-in Day
- 22 Sixteen week evening classes begin after 4 p.m.
- 22 First eight week classes begin
- 23 Sixteen week classes begin
- 24 Final draft of Spring 2017 class schedule to Deans & Chairs
- 25 Last day to drop first eight week class at 100%
- 31 Last day to add or drop a course without record (NDUS)