**Minot State University**

**University Chairs Council**

**February 13, 2020**

**Jones Room, 3:30 p.m.**

**Members:** Lori Willoughby, Jay Wahlund, Robert Crackel, Paul Lepp, Robert Kibler, Scott Kast, Erik Anderson, Dan Ringrose, Terry Eckmann, Ann Beste-Guldborg, Holly Pedersen, Niki Roed, Gary Rabe, Paul Markel, Bill Harbort, Jessica Smestad, John Webster, Lisa Borden-King, Jane la Plante, Laurie Geller, Jacek Mrozik, Erik Kana

**Guests:** Rebecca Ringham, Robert Norman, Celeste Hauser

**Absent:** Nicola Roed (Jaci Reep-Jarmin), Holly Pedersen

**Agenda**

1. Welcome given by Laurie Geller.
2. Approve UCC meeting minutes from
   * December 2019 Robert Kibler moved to approve and Terry Eckmann seconded – – Motion carried; minutes approved as written.
   * January 2020 Robert Kibler Moved to approve and Terry Eckmann seconded – Motion carried; minutes approved as written.
3. Guest: Robert Norman, Director of CEL
   * Robert Norman introduced himself and what items fall under his purview.
   * His vision for CEL is growth in online offerings, flexibility, dual credit, & outreach programs.
4. Guest: Celeste Hauser – TES
   * Celeste discussed who has access to TES, how equivalences are processed, and who is notified
   * If you get a request from a student or their advisor for an equivalency of a course – copy Celeste when responding back to the advisor so she knows who should get the equivalency.
   * Course equivalency is good for 5 years.
   * Response time: It would be good to have a response to Registrar’s office within 2-3 days for an equivalency. This helps the student to decide if he/she wants to attend Minot State.
   * Substitutions can be done but developmental content does not carry with a substitution. If equivalency approved, then going forward for 5 years, all following students from that institution who took the course will have it approved.
   * Asked if it would be helpful to have a training session with chairs…this seems obvious.

Old Business:

1. Advising Welcome Email – See attachment
   * Department Administrative Assistant assigns the advisors for the departments.
   * Email sent to incoming student with card about advisor the student is assigned too.

New Business:

1. Assessment Day, Tuesday, February 18 from 9:00 a.m. – 3:00 p.m. –
   * Strategic Plan, HLC, General Education report, co-curricular plan and assessment, modality and location instructions and review
   * The modality and location review must be completed no later than March 1. Directions for this review will be provided around 11:30 a.m. on Assessment Day.
   * Dual credit is an important focus of the modality and location review.
   * Departments can go back to their areas to work on the modality and location review.
   * The HLC report needs to be sent to HLC on or before February 27, 2020.
   * Dual credit was problematic in the earlier session.
   * The modality location and review will be done over a one-year period.
2. Leadership program and courses: LEAD 101
   * Jessica Smestad teaches HON 25OH, an honors leadership course
   * Leadership (LEAD 101) will be part of an FYE this fall.
   * Count as CCS1 for Gen Ed
   * Leadership sits under VPAA
   * Leadership committee
     + 1. Laurie Geller, Lisa Borden-King, Jessica Smestad, Christina Paxman, John McCollum, Karina Stander, Karen Foley, Lori Willoughby, Beth Odahlen, and three students.
3. 80/10/10 form – see attachment
   * What is the intent of the 80/10/10 purpose
     1. Tied to teaching load
     2. 10% = scholarship, 10% = service, 40% = teaching, 40% = Administration for chairs
     3. For fulltime tenured/tenure-track faculty, it is usually 10% = scholarship, 10% = service, and 80% = teaching
4. Program review revisions – See attachment
   * Only for programs that do not have an external accrediting body
   * Site visit done by consultant, and close the loop – develop action plan, visit with VPAA, incorporate results in assessment plan and budget requests where appropriate
   * It would help to provide the consultant with a template of what is expected from visit.
   * It would also help to give the site visitor or consultant access to past reports.
5. SARA – Erik Kana and Jacek Mrozik
   * SARA = new federal regulation for programs that lead to licensure before that goes into effect July 1, 2020
   * Need to let students know if degree licensure is fulfilled by our program in state the state they live
   * We need to maintain a website that says Yes/No/We don’t know for all these programs
     1. Updated on a yearly basis

* Committee members are Jacek Mrozik, Erik Kana, Jolina Miller, Katie Tyler
* Change location of licensure, applying from Las Vegas, but will live in Texas after graduation.
* Committee will check each semester to verify students who change majors or change address and within a licensure degree.

1. BA degree and concentrations
   * Down from 128 to 120 – should we consider removing some of the concentration requirements from BA degrees?
   * Give to Academic Policies Committee to review and consider
2. General Education
   * Proposed change allows schools to move to LEAP outcomes-based general education model under GERTA plus
   * Send to Faculty Senate for feedback.

If Time or for Future Discussion:

1. Working group for policies regarding academic chairs (e.g., scope: selection of chairs, desired qualifications, duties and responsibilities, etc.)
2. Professional development for academic chairs (how do we do this? what do we need?)
3. The chair's role within the academic unit and the chair's potential working with others across the university
4. Conversations starter: What's the toughest part of the chair's job, what is the most satisfying part?
5. Other
   * Commencement nominations for student speakers deadline is February 21, 2020
   * Banner carriers for each College

**Calendar**

**February 2020 (2030)**

10 Enrollment census date (NDUS)

15 Promotion and Tenure Committees’ recommendations due to President

14 Final draft of year-class schedules from chairs to Registrar’s Office

17 University closed – Presidents’ Day

18 Assessment Day (No classes 8:00 a.m. to 2:50 p.m. ~ classes resume at 3:00 p.m.)

21 Spring load reports due from chairs to VPAA Office

**March 2020 (2030)**

6 Chairperson's evaluation of and goals for faculty due from chairperson to faculty for second-year and later faculty only

13 Second eight-week non-attendance course rosters due via Starfish

13 Faculty self-evaluation and goals, chairperson's evaluation, and updated CV due from chairpersons to VPAA Office for second-year and fourth-year and later faculty only (third-year faculty evaluations stay with the chair until the pre-tenure review is completed by the Tenure Committee)

16-20 Spring Break

23 Annual self-evaluations and goals for VPAA directs due to VPAA Office

30 Annual chair self-evaluation due to VPAA Office

31 Faculty / Chair position descriptions for 2020-2021 due to VPAA Office