**A close up of a sign

Description automatically generatedMinot State University**

**University Chairs Council**

**September 8, 2020**

**Minutes**

**Members:** Lori Willoughby, Jay Wahlund, Bryan Schmidt, Paul Lepp, Robert Kibler, Scott Kast, Erik Anderson, Dan Ringrose, Terry Eckmann, Ann Beste-Guldborg, Holly Pedersen, April Warren, 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, Joseph Jastrzembski (Dan Ringrose), Jeremy Feller, Steve Lipp

**Absent:** Daniel Ringrose

Welcome given at 3:30pm by Laurie Geller.

Jeremy Feller and Steve Lipp from the MiSU Foundation introduced themselves. They would like to talk with each department to find out their needs so they can work with donors to assist with getting the needed items, etc.

Lori Willoughby made motion to approve all minutes as written, seconded by Ann Beste-Guldborg. The UCC minutes for May 6, June 11, July 9, and July 23, 2020 are approved as written.

Update from Recruit & Enroll Team: Gary Rabe (see attachment)

* Gary Rabe gave a quick update on the Strategic Enrollment Management Team: Recruit & Enroll.
* The document it is color coded – Green = Immediate action or already implemented; Blue = Recommendation to be completed/studied by the end of the 2020-21 academic year; Gray = Recommendation to be implemented into SEM plan for action in the 2021-22 academic year.
* Lisa Borden-King asked if an ad hoc committee needs to be on Faculty Senate under Gen Ed Committee to address the recommendations about General Education. Gary thought that would be the right direction, but Senate can decide.
* Gary Rabe discussed the Top Career Fields listed on page 3 of document: USA top 10, North Dakota top 10, and Ward County top 10.
* The system office has paid for one Burning Glass license for each campus. Burning Glass is a software program in which you can take a major and look at its demands across the country or pick a job and see which majors populate it.
* Laurie Geller asked Gary Rabe present at the Faculty Senate meeting this week.



HLC Focused Visit is set for October 5 with two HLC reps on campus and one joining via Teams.

* Monday, October 5

8:30 a.m. Arrive, grab coffee, get online, etc.

9:00 a.m. Meet with President’s Staff

10:00 a.m. Meet with VP for Administration and Finance and some of his staff

11:00 a.m. Meet with Co-Curricular Committee

12:00 p.m. Lunch

1:00 p.m. Meet with Strategic Planning and Budget Council

2:00 p.m. Meet with Director of Academic Assessment

3:00 p.m. Meet with Academic Assessment Committee

Tuesday, October 6

11:30 a.m. Phone call with Dr. Shirley

It was also mentioned that Monday, October 5 is a full day for the HLC team, so they may request to visit with some chairs on Tuesday, October 6.

At spring 2020 Assessment Day, Dan Ringrose presented the 10 points HLC will examine and the actions Minot State has taken to address them. Laurie will send Dan’s presentation to the chairs.

Strategic Planning reminder that budget books are supposed to be in the hands of each department by September 1st each year. Brent Winiger will have them out by October 1; this is the date we got them last year too. Question: Is there enough time to complete them if chairs get them on October 1st and return them by November 1st? Yes, but it is a pretty short turnaround time while assessment reports and plans are also being completed, but it will get done. Budget presentations are in December.

* It was stated that the budget process is completed in fall so departments have enough time to hire for next year.

Quarantined, Isolated, and Sick Students - Attendance, missed assignments, etc. – Laurie Geller

* Close contact, have COVID or just sick – need to stay home.
* Some student are being penalized for having to stay out of class; as a result, they are being incentivized to attend while sick when they should not be doing this.
* There was discussion about those who test positive, how long they need to quarantine/isolate, whether they need to retest before leaving isolation, and more.
* April Warren, the Nursing chair, said to check the Nursing site.
* <https://www.minotstateu.edu/nursing/covid-19.shtml>
* #11 Department of Nursing COVID-19 student algorithm show the steps to follow.
* It was stated that Nursing students going to the nursing homes have to test weekly.
* April stated that to be close contact you need to be at least 15 minutes and less than 6-feet.
* Question asked: What is the protocol for students testing positive, close contact that must quarantine? Should faculty hear from the students that cannot come to class or should it come from more official communication?
  + Kevin Harmon Student Affairs VP is notified first from the First District Health Unit.
  + Faculty will be notified from Kevin Harmon or Darla or the student might let instructor know.
    - Ex: If a student lives in the same house where their mom tested positive for COVID, the student must stay home, and the student’s quarantine does not start until mom is symptom-free of COVID or completes her isolation. Then the student begins their quarantine for 10-14 days. Ideally it would be best for student to leave the house as quarantine could start earlier. But if not, then the student could be in quarantine for up to 30 days.
* We the faculty just need to work and be flexible with the students.

Faculty Scholarship Submissions – Laurie Geller

* Almost every year a request is made from Dr. Shirley to Laurie Geller for information about faculty scholarship. For example: This year, the chancellor has given some of the presidents a goal related to faculty scholarship.
* Completed this at the same time faculty are doing their annual evaluations makes the most sense but faculty could submit their information at any time.
* Here is the [link](https://minotstate.co1.qualtrics.com/jfe/form/SV_0uq7skVLD8f20MR) on Academic Affairs site
* It is agreed upon to go back 2 years so 2019, 2020 needs to be uploaded on the link.
* This database can also be used to highlight accomplishments and expertise.

OER Use – Laurie Geller

* Please identify the classes in your area using one or more OER resources.
* This is related to legislative session and documenting reducing costs for students.
* Deadline: October 8.

Question was asked about Sabbaticals: Laurie Geller has emailed a reminder to Dr. Shirley, but has not heard back or seen anything noted. She will send a reminder again.

Council of Administrative Assistants – Holly Pedersen

* Jana Schultz, SPED’s Administrative Assistant, has initiated this.
* Jana would like to create an administrative assistant committee at MSU, but she would like the okay of chairs before she begins talking to the admin assistants.
* It would be a way to communicate needs, ideas, etc. amongst the areas at that level.
* The idea should go to Staff Senate for their information, blessing, and organization. It could be a sub-committee of Staff Senate that reports monthly to them.
* The chairs gave it a thumbs-up to proceed.

Syllabi – Lisa Borden-King

* If a syllabus was once published and it being edited but has not yet been submitted, chairs cannot see it in the Simple Syllabus dashboard. Only when faculty press “submit” does it get routed to chairs for approval.
* Remind your faculty to press submit if they want edits to their syllabi saved and incorporated.
* We need to get SLOs and objectives added early before faculty start submitted their syllabi to ensure they are not approved without them.

Assessment – Lisa Borden-King

* Assessment Day – September 21
* Yearly Program Assessment (YPA) Reports – Due November 1
  + Faced with writing of the report for new template for the 2019-20 data
* Yearly Program Assessment Plans – Due November 1
  + Simultaneously writing the plan for the 2021 data on the SLG and SLO goals.
* Lisa will be meeting with each chair before October 5, as to make sure missing items from last year are on the report.

Spring Schedule – Given what we know about fall semester, what should we do differently?

* Zoom license (system office working in this) – license will expire November 1.

The Registrar has posted pictures of each classroom documenting its COVID capacity and arrangement.

**Calendar**

**September 2020 (2110)**

11 Sabbatical Application due from Faculty to Chair (Due 2nd Friday in Sept. per bylaws)

14 Final draft of Spring 2021 class schedule from Chairs to Registrar’s Office

21 Assessment Day (No classes 8:00 a.m. to 2:50 p.m.)

21 Enrollment census date (NDUS)

22 Fall Load Reports due from Chairs to VPAA Office

25 Sabbatical Application due from Chairperson to Vice President for Academic Affairs Office (Due 4th Friday in Sept per bylaws)

**October 2020 (2110)**

8 Second-year faculty self-evaluation, goals and updated CV due to chairperson

9 Vice President for Academic Affairs sends Sabbatical binders and recommendations to Faculty Senate Sabbatical Review Committee (Due 2nd Friday in Oct. per bylaws)

16 Advanced Study Grant Applications due to Academic Affairs Office

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

23 Second eight-week non-attendance course rosters due via Starfish (4th day after classes start)

**November 2020 (2110)**

1 Annual Assessment Reports due from Chairperson to the VPAA Office

1 Promotion and Tenure application packets due from faculty to Chair

1 First draft of (Summer 2021-Spring 2022) Year Long class schedule from Registrar’s Office to Departments