

**MSU**  
**Deans Council Meeting**  
**January 26, 2016**  
**Draft Meeting Minutes**

Attendees: Jacek Mrozik, Lori Willoughby, Conrad Davidson, Cheryl Nilsen, Gary Rabe, Kris Warmoth

Guest: Brent Winiger, Linda Cresap

**Brent Winiger was given an update from each college about areas they felt needed tweaking or reviewed.**

CEL – Kris Warmoth discussed the new overload / adjunct implement couple of years ago – is now seeing an \$80,000 deficit in the money.

- Simplify the adjunct process
- Look at pay and what is being paid is fair.

CAS – Conrad Davidson also addressed the adjunct / overload pay scale –many changes in the 3 to 4 years. The pay scale is a mess and it's like an insurance model – more students more money. In past the special contract budget sat in each college. Conrad stated main reason for the adjunct pay scale revised was that faculty did not want to teach during summer. Faculty needed to be entice to teach during summer session.

- Placing the budget back with Deans
- Number of signatures on the contract

Graduate School – Lori Willoughby discussed the GRA / GTA as not enough funds. Graduate school has a \$50,000 budget and \$39,000 goes for GRA/GTA for colleges. This leaves only \$11,000 for operating budget for Grad School. Graduate school has tried to use GRA/GTA money and waivers to help bring new graduate student to MiSU.

- Lori asked about getting the graduate school funds that are collected to help with costs. She was advised that money is used to fund positions in the Enrollment Services and Commencement. The type of waivers: money from financial aid for graduate students.

COB – Jacek Mrozik discussed the new hires and budget line. Faculty retirees paid at \$90, 0000, search is started but search fails, line is filled with special 1 year contract at \$60,000. Second search is started, out of search a new hire selected for position. The budget line should be \$90k, but the special contract was paid at \$60k, and the budge line is now the \$60K. Jacek is asking to keep the line at the original pay until the search is completed. Discussion about this ties up to much money and since the new hire would be hired at market rate to keep the budget line at market rate.

- The process for contract/paper work so each person knows where the contract/paper work is at. Linda Cresap advised to speak with Deb Kinzell in Registrar's office about the work flow. Deb is working with Course Leaf to develop a workflow for electronic signature for contracts/paper work

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- Routine maintenance upkeep being charged back to the colleges. College request for carpet to be replaced as worn and hazard, or room needs painting – these items are charged back to the departments / colleges to pay.
- Funds generated by social media – no way to follow-up. If could be linked to registration – enrollment.

Capital equipment line of \$200,000 no longer exist – large ticket equipment. No equipment line since flood. Talk with Brian for money to fix needed equipment or purchases items.

Brent discussed a few items VPFA to address –  
Enrollment / retention – data driven institution  
Process efficiencies  
Occupancy at 79% for housing  
Sodexo  
Compliance issues

**HLC Qualified Faculty.**

**Update and Assessment of Impact from each College – Linda Cresap**

CCF across the NDUS campuses are Collecting information on hiwceach campus is addressing the HLC faculty qualifications.

- Dual credit – 1 grandfathered in – have master's degree (18hrs) in class for what they are teaching

Subfields have not been defined by HLC. Linda will talk with our HLC liaison to get sub field questions answered.

- Need University policy in place for new hire adjunct that do not meet the 18 hours needed to teach the course

CEHS- Cheryl Nilsen advised that CEHS programs have their own unique qualifications for each program accreditation.

- Dean's talk with chairs about the dual credit issue.

**Student Course evaluations**

- Positive comments
  - Cool, great
  - Reports
  - Layout great – PDF
- Concerns

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- Response rate is low
- Comments transcribe codes back to wrong faculty
- Dropped out, withdrew students are still getting the evaluations, and returning them with bad comments about faculty.

Incentives for the students to complete the course evaluations.

Tenure courses to be evaluated 2 per term

Cheryl stated that Practicum experience does not get evaluated

- Nursing
- TE (Lisa Borden-King does not go see student)

Conrad stated that CAS chairs decides which classes are to be evaluated.

Ad Hoc committee brought recommendation that all evaluations go to the faculty only.

Adjunct faculty courses – Dean nor Chairs get a copy of the evaluations

CoB - when they get a complaint from a student they pull out the faculties past evaluation to see how they have been doing. Also, online seem to be rated lower than on campus courses.

- No courses selected before evaluation
- BADM cannot use any because they didn't choose
- CoB needs to be consistence with the other colleges and need to identify before evaluations are completed.

Step forward

Work through the evaluation process

The Student Evaluation Ad Hoc committee has not been dismissed, this information will be given to them at February 4<sup>th</sup> Faculty Senate meeting.

**Moving Expenses for new hires**

Business office reimburses moving expenses in the first pay check. The \$1500 is paid as College \$500; Department - \$500; VPAA office - \$500.

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**January 2016**

- 30 Sixteen week non-attendance course drop rosters due to the departmental Administrative Assistants
- 31 Annual self-evaluation and statement of goals from all faculty (other than first-year and Chairs) due to Chair
- 31 Faculty Evaluation of Chair due to Dean (will be emailed to faculty January 15<sup>th</sup>)

**February 2016**

- 5 Final draft of Year Long class schedules from Chairs to Deans
- 2 Sixteen week non-attendance course drop rosters due to the Registrar's Office by noon
- 4 Evaluation and goals for first-year faculty due from Dean to faculty
- 8 Spring Load Reposts due to Deans
- 8 Enrollment census date (NDUS)
- 11 Evaluation and goals for first-year faculty due from Dean to VPAA office