

**Minot State University**  
**Deans Council Meeting**  
**April 25, 2017**  
**Meeting Minutes**

**Members:** Laurie Geller, Robert Kibler for Conrad Davidson, Jacek Mrozik, Cheryl Nilsen, Kris Warmoth, Lori Willoughby

Welcome to all with meeting called to order at 1:08p.m.

Guest – Deb Kinzell

March 28, 2017 minutes approved as written.

Dates / Deadlines / Announcements

- a. *See calendar below and the one online. Many events are happening.*
- b. Orientation / Registration sessions—
  - i. *April 28, June 2, June 6, June 27, July 21, August 17 (Reserved for International students and the session may open closer to July 21 date)*
- c. Mini-Sessions – Monday, August 21, 8 a.m. to 12 p.m.
- d. Assessment Days—*Monday, October 9, 2017 and Tuesday, February 20, 2018*
- e. Updated general education site (*MSU homepage > Academics > General Education*) and the assessment method was updated and approved at Faculty Senate.
- f. Welcome Week(end) proposal form (see Welcome Weekend attachment)
  - i. *Student Convocation will be Friday, August 18.*

Discussions

- g. Dr. Geller would like to put together a Master Schedule over the summer or in the near future if possible.
  - i. *Gen Ed could be in section itself – would be easier to manage.*
  - ii. *Would like a Gen Ed designation – would have to be in People Soft – What does Course leaf offer for add on and how much is the cost?*
  - iii. *Deb Kinzell works with Excel spreadsheets – Deb manually enters all courses for the schedule. Deb does have a master list for herself – knowing this is correct she will send out with some of the work done. Deb does the master schedule on paper first.*
  - iv. *Discussed a cycle for all to follow – 2yr or 3yr must decide what would work the best.*
  - v. *Scheduling*
    1. *11:00am is the time all want every day of the week (M-T-W-TH-F).*
    2. *FYEs also causes some issues as they are two credits, typically.*
    3. *8:00 am and 2:00pm are usually wide open*
  - vi. *Credit hours – classes must meet appropriate amount of time for the number of credit hours*
    1. *50-minute class = 1 credit hour*
    2. *3 credit class meets 3x per week for total of 150 minutes (40 semester hours)*

- h. Committee for the Evaluation of Teaching still needs your help.
  - i. Duty: To ensure academic units have properly defined and filed written procedures in compliance with the process of Evaluation of Teaching as described in the Faculty Senate Bylaws. (See handouts from Feb. Deans Council meeting)
  - ii. Currency, Peer Review, and Student Feedback need to be included in the evaluation process.
    - 1. *Talk about currency within all college evaluations*
    - 2. *Peer review still needs to be included in some of them*
    - 3. *Need to have this evaluation procedure written and on file in the college and VPAA offices and in practice this fall. Faculty will be evaluated using these methods in January 2018. The committee is meeting in the near future. The committee will send a letter to the chair and deans.*
- i. Discussion – Faculty morale, faculty/staff interactions, etc. Questions, thoughts, suggestions?
  - i. *More communication needed on campus.*
  - ii. *Big void, more visible leadership*
  - iii. *More updates on the Strategic Plan*
    - 1. *Dr. Geller talked with Dr. Shirley to get information to Dr. Mrozik.*
  - iv. *Updates on legislation – calendar items etc.*
- j. Dean’s annual evaluation form – updates needed
- k. Dual-Credit Courses – pilot program (see attached document)
  - i. *MiSU has an opportunity to offer online graduate level courses to K-12 who need 18 credit hours in their discipline to teach dual-credit per HLC.*
    - 1. *English and math lacking options.*
    - 2. *Dual credit instructors need to be HLC qualified by 2022.*
- l. CMU (Park Central) pulled out of the MAFB. *This could be a great chance for MiSU business department to offer courses. MOU with MAFB would need updated.*

**Next Meeting:** Tuesday, May 23 at 1 p.m. in the Academic Affairs Conference Room

## CALENDAR

### April 2017

24 Sixteen-week and second eight-week Electronic Course Evaluations invite sent

### May 2017

2 Second eight-week Electronic Course Evaluation closes  
 3-4 Finals for second eight-week classes  
 8 Grades must be submitted via Campus Connection by noon for second eight-week classes  
 7 Sixteen-week Electronic Course Evaluation closes  
 8-12 Finals sixteen week classes  
 12 Commencement  
 15 Grades must be submitted via Campus Connection by noon for sixteen-week classes  
 15 Maymester classes begin  
 16 Course Evaluation Results to Faculty  
 22 Spring grades are posted  
 26 Maymester classes end  
 30 Summer classes begin

## Welcome Week(end) Session Proposal Form

Due by May 1 to the CETL office or to [beth.odahlen@minotstateu.edu](mailto:beth.odahlen@minotstateu.edu)

The following form allows you to submit a Minot State University-affiliated event to be added to the Welcome Week(end) calendar. After submitted, your event will be reviewed by the OAT presentation subcommittee. You will be notified by the OAT committee, no later than June 1, regarding the status of your proposal.

**Welcome Week 2017 will be from Friday, August 18 through Monday, August 21. Sessions will be scheduled during the following times:**

- **Friday, August 18<sup>th</sup>: 2:30 PM – 5:00 PM**
- **Saturday, August 19<sup>th</sup>: 10:00 AM – 5:00 PM**
- **Sunday, August 20<sup>th</sup>: 1:00 PM – 5:00 PM**  
(Please note, International Student Programming for all incoming international students will be held this afternoon. If you want to include sessions which are inclusive to international students, please make sure to request your sessions at multiple slots and/or plan to offer your session on different day.)
- **Monday, August 21<sup>st</sup>: 9:00 AM – 2:30 PM**  
(Department/Office Open House will run from 2:30 PM – 4:00 PM. If your department/office would like to participate, please check the box below)

Note: The Website, email, and phone number information you provide as part of your submission will be included in the online scheduled event, along with your event description, so that students may contact you with questions about your event.

Department/Office:

Website:

Contact Name:

Contact Email:

Contact Phone:

Check this box if your department/office will be participating in the Campus Open House on August 21<sup>st</sup> from 2:30 PM– 4:00 PM.

**Session Title:**

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**Session Category:**

	Academics		MSU Traditions
	Athletics		Recreation and Wellness
	Campus Resources		Social Opportunity
	Community Connection		Student Engagement and Service
	Cultural Diversity		
	Other (please explain):		

**Desired Event Location:****Session Details:** Please be concise in your description and limit to 200 characters (letters):

<b>Preferred Date(s):</b>	<b>Preferred Start Time(s):</b>	<b>Preferred End Time(s):</b>

Due by May 1 to the CETL office or to [beth.odahlen@minotstateu.edu](mailto:beth.odahlen@minotstateu.edu)