



## Faculty Senate

**Full Faculty Senate Procedural Meeting  
April 4, 2019 – 3:30pm, Westlie Room – MSU Student Center**

**In attendance:** Steve Shirley, Laurie Geller, Jessica Smestad, Linda Olson, Vicki Michels, Andy Bertsch, Dan Ringrose, Evan Borisinkoff, Timothy Morris, Chris Heth, Daniel Ngugi, Kathryn Kilroy, Jennifer Sherman, Dianna Anderson, Jean-Francois Mondon, Gary Rabe (arrived 3:40pm), Bryan Schmidt, Mark Singer, Lori Willoughby, Jay Wahlund, Lesley Magnus, Mary Huston, Lisa Borden-King, Paul Markel, Amy Roberts, Chris Keller, Bikalpa Ghimire, Andy Heitkamp

**Absent:** Linda Cresap, Sayeed Sajal, Mikhail Bobylev, Dan Conn, Gideon Amponsah, Darren Seifert

**Guests:** Rebecca Ringham, Rhett Pederson, Jynette Larshus, Amber Thompson

### 1. Seating of Alternate Delegates

Jay Wahlund for Linda Cresap  
Jennifer Sherman for Sayeed Sajal  
Chris Heth for Mikhail Bobylev

*Motion to seat alternate delegates (Magnus/Olson), Motion carried.*

### 2. Review Agenda

### 3. Approval of minutes from last procedural meeting – March 7, 2019

*Motion to accept the minutes, (Olson/Roberts), Motion carried.*

### 4. Approval of minutes from Discussion Meeting – March 21, 2019

*Motion to accept the minutes, (Willoughby/Huston), Motion carried.*

### 5. Standing reports

#### A. Dr. Steven Shirley, MSU President

- i. See SharePoint folder (April 4, 2019 Procedural Meeting) for full report
- ii. Legislative Forum on April 6<sup>th</sup> cancelled
- iii. Committee on External Affairs will be made an institutional committee instead of a faculty senate ad hoc committee

#### B. Dr. Laurie Geller, Vice President for Academic Affairs

- i. See SharePoint folder (April 4, 2019 Procedural Meeting) for full report

#### C. Staff Senate Liaison, Andy Heitkamp

- i. The most recent High Five Award winner was Doreen Wald.
- ii. The annual Silent Auction is underway in the 3rd floor Conference Center. Your last opportunity to make bids will be between 9am and Noon tomorrow (4/5/19). Proceeds from this year's event will be donated to the Magic City Discovery Center.
- iii. Tickets for the annual Staff Senate Scholarship Raffle are now available from all Staff Senators. They are \$10 each and there will be lots of cash prizes available including a \$500 grand prize. Proceeds from the raffle will be put toward the MSU Staff Senate Scholarship Endowment.

D. Student Government Association Liaison, Bikalpa Ghimire

- i. The election for our student government senate took place and we will transition on April 15th.
- ii. Student Government funded Mothers Nursing Station which is placed outside the bookstore.
- iii. Senate voted on the advisor of the year and faculty of the year within each school. Advisor of the year for the academic year 2018/2019 is Jan Repnow
- iv. Selfie Signs/spot are ordered and will be placed before graduation. One in the front lawn of old main and another SW corner of Dome.
- v. Minot State will be hosting the April North Dakota Student Association meeting where we will be looking into our legislative strategy and summarize what we were able to do.
- vi. Finalized NDSA 2019-2023 strategic plan.

E. Council of College Faculty, Bryan Schmidt

- i. House Bill 1206 – allowing concealed weapons on campus. Various opinions amongst CCF members. Failed in legislature.
- ii. Grading Sheet for State Board of Higher Education – debated about using this tool again this year. Some kind of grading/feedback mechanism for state board will be discussed during May meeting.

F. Faculty Satisfaction Survey Committee, VP of Faculty Senate, Bryan Schmidt

- i. Recently sent out the faculty satisfaction survey. Please complete the survey by April 15.

G. Academic Assessment Committee, Lisa Borden-King (*items come moved and seconded*)

- i. General Syllabus Review
  - a. Syllabus Integrity Purpose, Policy, and Procedures for General Review
  - b. Summer General Syllabus Review
  - c. Syllabus Audit Checklist
  - d. Syllabus Minimum Requirements example
  - e. Due Dates for Summer general (staggered)

***Motion to approve General Syllabus Review, Motion carried***

- ii. Compressed Syllabus Review
  - a. Syllabus Integrity Purpose, Policy, and Procedures for Compresses Course Review
  - b. Summer Compressed Course Review
  - c. Compressed form – 4 areas reviewed
  - d. Due Dates for summer compressed (staggered)

***Motion to approve Compressed Syllabus Review, Motion carried***

- iii. Modality/Location Review

- a. Syllabus Integrity Purpose, Policy, and Procedures for Modality/Location Review
- b. Annual (for right now) Modality/Location Review
- c. Due dates for Modality/Location reviews for this spring – April 12<sup>th</sup>

***Motion to approve Modality/Location Review, Motion carried***

- iv. Other related items
  - a. All items in checklist and on example in order and same heading – other items can be added
  - b. Due dates for fall syllabi, general and compressed reviews (from faculty to Chairs by May 13<sup>th</sup> for general and compressed reviews, from chairs to academic assessment committee for compressed review June 15<sup>th</sup>, from chairs to SharePoint by June 15<sup>th</sup> for general syllabus review, from Academic Assessment Committee to chairs by July 15<sup>th</sup> for compressed review, from chairs and academic assessment committee for compressed review revisions by August 15<sup>th</sup>)

***Motion to approve due dates for fall syllabi, general and compressed reviews, Motion carried***

**Unfinished Business**

- 6. Report from Ad Hoc Committee on Intellectual Property Rights Policy and Procedure (Bobylev)  
***Item moved to next procedural meeting***

**New Business**

**7. Curriculum Committee Report (items come moved and seconded)**

- A. Foreign Language
  - i. BS – DUALLO program change
  - ii. BA-SPANISH program deactivation
  - iii. ND-MNFRNCH program change
  - iv. ND-MNGERM program change
  - v. BSE-SPANISH program deactivation
  - vi. ND-MNFRED program change
  - vii. ND-MNGERED program change
  - viii. ND-MNSPED program change
- B. Business Information Technology
  - i. CERT-ASP program change
  - ii. ND-CNINFOP program change
- C. Nursing
  - i. NURS 458 course deactivation

***Motion to approve curriculum changes as approved at the March 5, 2019 Curriculum Committee Meeting, Motion carried***

**8. Constitutional Review Committee Report (items come moved and seconded)**

- A. General Education Committee
  - i. Add the word ‘portion’ in the last item under Duties: “To evaluate substitutions for the developmental content portion of the General Education Program”
- B. Promotion Committee
  - i. Add the word ‘elected’ to keep language parallel with that of at-large members: “Three faculty members elected at large, and two faculty members each elected from the College of Arts and Sciences, College of Business, and College of Education and Health Sciences”
- C. Sabbatical Committee

- i. CRC approved with no changes

***Motion to approve changes as approved by the Constitutional Review Committee, Motion carried***

**9. Mandatory syllabus review meeting on April 5 at 3:00pm in Aleshire Theatre**

- A. Review the VPAA's website for syllabus information  
(<https://www.minotstateu.edu/academic/syllabus-information.shtml#>)

**10. FYI – Faculty Handbook Revisions** – the Faculty Handbook Committee has completed an extensive update to the Faculty Handbook. To finalize and implement these changes, the final push will be organized out of the VPAA's office over the summer and results of this effort shall be on the agenda the first Senate meeting in the fall

**11. Reminder to all Committees** – Please submit your final reports for consideration at the Annual Meeting to be held on May 2, 2019 (Procedural Meeting)

**12. Other**

- A. Send ideas for discussion meeting topics to Senate Exec

**13. Upcoming events/meetings:**

- A. Annual Giving Day: Giving Day will start at midnight, April 10, and run until 11:59pm
- B. FS Discussion Meeting: April 18, 2019
- C. Annual Election: April 23, 2019 in Aleshire Theatre
- D. FS Procedural Meeting and Annual Meeting: May 2, 2019

**Adjournment**

*Meeting adjourned at 5:16pm*

*Respectfully submitted,  
Jessica Smestad, M.A.  
Faculty Senate Secretary*