



Faculty Senate

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

In attendance (including Alternate Delegates): Steve Shirley, Laurie Geller, Jessica Smestad, Linda Olson, Vicki Michels, Andy Bertsch, Laura Zucca-Scott, Dan Ringrose, Joseph Collette, Dannah Schaffer, Christina Paxman, Kathryn Kilroy, Zeb Wallace, Jean-Francois Mondon, Paul Lepp, John McCollum, Cheryl Nilsen, Megan Fixen, Sue Weston, Lesley Magnus, Mary Huston, Lisa Borden-King, Paul Markel, Sandra Groth, Chris Heth, Bryan Schmidt, Michael Linnell, Felicia Arias, Lordina Yeboah, Darren Seifert (arrived 4:05pm)

Absent: Dan Conn, Lori Willoughby, Mikhail Bobylev, Mark Singer, Gary Rabe, Dianna Anderson, Mike Linnell

Guests: Tim Morris, Leisa Harmon, Linda Cresap, Rebecca Ringham

1. Seating of Alternate Delegates

Megan Fixen for Lori Willoughby
Laura Zucca-Scott for Dann Conn
Paul Lepp for Mikhail Bobylev
Zeb Wallace for Mark Singer

Motion to seat Alternate Delegates, (Magnus/Borden-King), Motion carried.

2. Review Agenda

- A. Curriculum changes were added to the agenda just before the meeting
- B. Bertsch asked to move discussion on assessment template to the next meeting to give senators time to review the document. Template can be found in September 5 Share Point folder, so discussion will proceed as planned

Motion to approve agenda (Nilsen/Schaeffer), Motion carried.

3. Approval of minutes from Procedural Meeting September 5, 2019 and Discussion Meeting September 19

Motion to approve the minutes, (Huston/Nilsen), Motion carried.

4. Standing reports

A. Dr. Steven Shirley, President

- i. Final Week Four Enrollment: Headcount down 2.1% and FTE down 3.4% compared to 2018 (both numbers improved slightly from Day One numbers); Overall headcount is

3121 (it was 3189 in 2018). New Freshmen enrollment is 399 (397 last year), and it is our largest freshmen class since 2011. New Transfer students are 305 (301 last year), and new Graduate students are 94 (86 last year). We have 289 total graduate students (274 last year), our second-highest number in the past 8 years. Our biggest challenge appears to be with Returning Undergraduate students – we are down 89 students from last year. Regarding distance sites compared to last year: Fargo/NDSU (Social Work) is flat, MSU at BSC is up slightly, and MAFB is down significantly (145 vs 176 last year). Some Fall Headcount comparisons: NDSU -4.5%; Dickinson State -3%; UND -1.9%; BSC -1%; VCSU +7.6%; DCB +1%; BHSU -4.4%; SDSMT -4.7%; Dakota State -3.4%; Northern -1.9%; SDSU -4.9%; USD -1.5%.

- ii. Tomorrow (Friday, October 4) is our Academic Hall of Fame honoring Dr. Veronica Pinnick. It is important to have a strong faculty showing at this event, so please encourage your colleagues to attend. The Social begins at 3, with a brief program at 3:30 in the 3rd Floor Conference Center.
- iii. Busy week of Homecoming activities. Yesterday at the President's Club luncheon we had a record number of attendees. This Club recognizes \$1000/year donors, and we have had a 72% increase in those members during the past three years. The Golden Awards are this evening (MSU Alumni Association's highest honor), and those being honored include Dr. Cheryl Nilsen. Tomorrow morning at 8 am is the Board of Regents meeting in the Conference Center.

B. Dr. Laurie Geller, Vice President of Academic Affairs

- i. Simple Syllabus will be coming soon; has many helpful features
 - a. Training will be coming for this software soon
- ii. New Programs went to state Academic Affairs body – Cyber Security & Operations; Exercise Science & Rehabilitation; Name Changes for some departments/divisions on campus
- iii. Academic Hall of Fame event tomorrow
- iv. Dr. Cheryl Nilsen is being awarded the Golden Award tonight

C. Staff Senate Liaison, Mike Linnell (presented by Jessica Smestad, FS Secretary)

- i. Minot State planned five events in conjunction with President's Staff for the North Dakota State Employee Appreciation Week, including muffins on Monday, popcorn on Tuesday, Taco in a Bag on Wednesday, a Cornhole Tournament on Thursday, and an ice cream social on Friday.
- ii. Lori Braasch, administrative assistant in residence life, was named Minot State University Staff Senate's August High Five Award winner.
- iii. Minot State Staff Senate announced national speaker VJ Smith will conduct two sessions with Minot State employees on Oct. 8 (1 and 3:30 p.m.) about customer service, the power of thank you, and being an exceptional employee. The event is in partnership with MSU Academic Affairs.

D. Student Government Association Liaison, Felicia Arias/Lordina Yeboah

- i. Looked into the possibility of providing free menstrual products on campus
- ii. Creation of committees to promote mental health awareness across campus and ways to limit substance abuse
- iii. Filled senate open seats

E. CCF, Bryan Schmidt

- i. Discussion about state board happenings
 - a. Alcoholic beverages on campus

- 1. Each campus may be allowed to form their own rules
 - b. Criminal background checks for new students
 - 1. Each campus may be allowed to decided their own policies regarding student background checks
 - c. Potential Changes to conflict of interest policy and political activities
 - d. CCF has been asked to collect information from each campus on a wider scale, not just University Presidents
- F. FSS, VP of Faculty Senate – Lisa Borden-King
- i. No report
- G. Committee Attendance Report –
- ii. Only one person has not attended his/her meeting

Unfinished Business

5. Assessment Template

Motion to approve assessment template as presented (Bertsch/Huston), Motion carried with one abstention

6. Academic Policies update, Linda Cresap

A. Discussion:

- i. Suggestions needed from Faculty Senate to APC regarding procedures
 - a. Guidelines for expectations with scheduling (minutes) and breaks
 - b. Mechanism for comparing Face-to-Face (traditional), Online and Hybrid courses
- ii. Currently use a T/TR model with 75 minutes classes – this needs to be considered
- iii. Important to make equivalency clear on syllabi
- iv. Concern about continuing to offer courses shorter than 8 weeks

Motion to charge APC to create procedures and guidelines that cover examples and expectations for scheduling and breaks across all synchronous courses, and a mechanism for comparing online and hybrid to traditional courses (Ringrose/Markel), Motion carried

Motion to place a moratorium on courses shorter than 8 weeks, except for study abroad tours (Michels/Bertsch), Motion carried

Motion to approve the credit hour policy as presented by APC, Motion carried

New Business

7. Curriculum Committee Report (10/1/19), Leisa Harmon

- A. ASC 93 course change
- B. RAD-TECH package in Science course/program changes
- C. Kinesiology course/program change
- D. BS-FITNESS in Kinesiology credit change
- E. BIOL 330L and BIOL 343 course/program change
- F. Deactivate Arabic
- G. Foreign Language Concentration in French, German, Spanish course/program changes
- H. ND-MNFILMS in FILM course/program changes
- I. Spanish 130 and Spanish 230 in SPANISH course/program changes
- J. LANG 102, 106, 107, 108, 109, 110, 111 in Linguistics (ND-CNLING) course/program changes

A second reading is required before Faculty Senate can vote on these curriculum changes. A vote will be done at the next meeting.

8. Budget and Salary Committee recommendation on salary adjustments for promotion

- A. The committee proposes to increase compensation for each academic rank level by \$500
- B. Discussion:
 - i. Concerns about this proposed amount not being a large enough increase
 - ii. Annual reviews need to be completed to ensure equity issues are addressed

Motion to table until next meeting (Ringrose/Michels), Motion carried with two opposed

9. Committee Appointments by Faculty Senate

- A. International Advisory Committee (Institutional Committee): Renee Duncan
- B. Athletics Advisory Committee (Institutional Committee – COB): Kristi Berg

Motion to approve appointments of Duncan and Berg (Magnus/Kilroy), Motion carried

10. Committee Appointments made by Faculty Senate President with Executive Board Approval

- A. General Education – Jean-Francois Mondon
- B. Promotion – Alex Deufel
- C. Academic Hall of Fame – Paul Markel

11. Additional discussion meetings to be scheduled

12. Reminder of upcoming meetings and events:

- A. Academic Hall of Fame induction: October 4, 2019
- B. Discussion meeting: Thursday, October 17, 2019 – small groups
- C. Procedural meeting, Thursday, November 7, 2019

Adjournment

Meeting adjourned at 5:03 pm

Respectfully submitted,

Jessica Smestad, M.A.

Faculty Senate Secretary