

Minot State University
University Chairs Council
November 28, 2018
Minutes

Members: Lori Willoughby, Jay Wahlund, Robert Crackel, Alex Deufel, Robert Kibler, Scott Kast, Erik Anderson, Dan Ringrose, Terry Eckmann, Ann Beste-Guldborg, Holly Pedersen, Niki Roed, Gary Rabe, Vicki Michels, Bill Harbort, Jessica Smestad, Laurie Geller
Guests: Melissa Cantone, Jacek Mrozik, Mike Linnell, Teresa Loftesnes, Rick Hedberg, Kate Marshall

Welcome by Dr. Laurie Geller with meeting started at 4:03p.m.

Approval of minutes from October 24, 2018 UCC meeting. Dr. Alex Deufel made a motion to accept the minutes as written and seconded by Vicki Michels – all approved as written.

Rick Hedberg and Kate Marshall from Advancement Office came to discuss academic fundraising, Giving Day 2019, and alumni speaker series.

- Alumni Speaker Series
 - This series will bring alumni back to campus. Advancement is hoping to bring back about four to six alumni speakers each year.
- Giving Day
 - The second annual day of MSU giving will be held on April 10, 2019. The first giving day raised \$71,000 in 24 hours.
 - Again, this year there will be matching funds available for the first \$50,000.
 - Advancement is requesting ideas for projects in academic areas. Giving Day projects and their descriptions are due by February 11, 2019 to Kate Marshall at kate.marshall@minotstateu.edu.
 - Kate and Rick will be back the end of January to answer any questions chairs might have about the process or projects.
 - Something like the Intellectual Climate Committee needs to handle these types of events on campus – Two-minute Lecture Series, Presidential Speaker Series, Campus and Community Dialogues, etc. Rick Hedberg gave money to start the Presidential Series to host Elizabeth Smart. Ms. Smart will be on campus April 17, 2019.

Announcements / Reminders

Annual program assessment reports – please get them submitted as soon as possible

December 11 – Christmas Party for all Faculty and Staff in Student Center, 1-3 p.m.

Syllabi in Blackboard – all information needs to stay together in one document. Jacek and OIT will do this in the future.

Keep Spring course enrollments on your radar. Low enrolled course spreadsheet sent to all chairs on November 27, 2018. Please keep looking at enrollments and close low enrolled courses ASAP to allow students to reschedule their classes, etc.

Spring New Student Orientation (NSO) Dates: December 14 and January 4

[Syllabi](#) reviews for spring courses – see deadlines for [compressed format](#) courses (due last week to chairs and due this week to Academic Assessment Committee) and consider the deadlines for review of required content of all syllabi

FYE deadlines – see Beth Odahlen's email

Thank you to those helping with the football recruits on weekends!

Discussion about how this can be improved. Emails are not always sent to correct faculty member. Many communication issues as athletics not letting faculty know in a timely manner. Discussion about maybe doing Skype interviews. Students should be able to go see departments vs. talking to them in the press box; they'd have a better experience if that could happen.

Discussion / Updates

Evaluation of Chair Survey / Form – Where are we in that process? Faculty assessing chairs, and Dan Ringrose, Lori Willoughby, and Ann Best-Guldborg are on the committee.

Overload policy regarding summer teaching loads was updated. Link is [here](#)

Four-year plan document / advising document (see attachment). Used to build schedule for students. Students like this sheet and want to utilize to make planning for classes easier and to keep them on track.

Assessment / HLC update:

- Co-curricular committee has been meeting.
- Department liaisons are working with departments on student learning goals.
- Michael has met with most all chairs.
- 5c – few met with Dr. Shirley to discuss 5c to link all together and to move it forward. More movement on this is coming.
- HLC noted that MSU needs to have a process in place. Everything MSU does should be helping the students and all should link back to budget with outcomes.
- Asked to have Dr. Shirley come talk with chairs at UUC meeting – no agenda just talk with President.

Calendar

November 2018 (1910)

- 30 Evaluation and goals for second-year faculty due from Chairperson to VPAA Office
- 30 First Draft of Year Long class schedule from Chairs to Registrar's Office/VPAA

December 2018 (1910)

- 7 University President makes announcement of Sabbatical recipients (1st Friday of December per bylaws)
- 10-14 Finals for all classes
- 11 Grades must be submitted by noon via Campus Connection for second eight week classes
- 15 Promotion and Tenure packets with recommendations due from Chairs to VPAA Office
- 15 Notice of non-renewal to second year faculty
- 17 Grades must be submitted by noon via Campus Connection for sixteen week classes
- 24 University Closed – Christmas Eve Observed
- 25 University Closed – Christmas Day Observed

January 2019 (1930)

- 1 University Closed - New Year's Day Observed
- 3 First-year faculty annual self-evaluation and statement of goals due to Chair
- 7 Sixteen week evening classes begin after 4 p.m.
- 8 First eight week classes begin
- 8 Sixteen week classes begin
- 10 Last day to drop first eight week class at 100% refund
- 14 Evaluation and goals for first-year faculty due from Chair to faculty